



## **HYUNYf's Guide**

## Why is this called Gaggle?

Email has made a big impact on my professional and personal life. This simple technology has made it much easier to maintain my friendships, and it has greatly contributed to the success of the businesses I have started.

The Gaggle service came about after many discussions with teachers, technology coordinators and principals. I was bothered by the fact that virtually no schools were offering email accounts to students. Everyone said that it was just too hard to keep an eye on what the students were doing. I wanted to remedy this situation, so I decided to give teachers a way to monitor and control their students' use of email.

People are constantly asking me how we came up with the name for Gaggle.Net. As you may know, gaggle is the name for a large group of geese. Our goal was to give teachers an easy way to watch over their gaggle of students. Hence the name Gaggle.

It's also easy to remember.

Jeff Patterson  
Founder of Gaggle.Net, Inc.

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# Table of Contents

## **Chapter 1: Using the Email System (Students and Teachers)**

- Signing into the System
- InBox or Main Screen
  - Search Feature
- Read Mail Screen
- Compose Screen
  - Attaching Files/Uploading
  - Spell Check
- Address Book
  - Address Groups
  - Built in Address Groups
  - Exploding Address Groups
- Directory
- Setting Personal Account Options
  - Changing a Password
  - Mailbox Storage
  - Mail Forwarding
  - Auto Reply Setting
  - Signature Option
- Deleted Mail Policy
- "

## **Chapter 2: Message Boards**

- Introduction and Project Ideas
- Message Board Categories
- Message Board Access Levels
- Reading and Posting to Boards
- Filtering of Message Board Posts
- Creating a Message Board
- Deleting Posts

## **Chapter 3: Digital Locker**

- Introduction
- Digital Locker Access Levels
- Digital Locker Filter
- Uploading and Downloading Files
- Viewing Another User's Locker
- Deleting Files from the Locker

## **Chapter 4:**

- Profile Pages
  - Introduction
  - Getting the Most from Gaggie Profile Pages
  - Privacy, Safety, and Security
  - Getting to Profile Pages
- School Pages
- Staff Pages
- Student Pages
- District Pages

# **Table of Contents (cont.)**

## **Chapter í K**

### **Blogs**

- Introduction and Project Ideas
- Blog Settings
- Getting Started
- Creating a Blog Entry
- Viewing Gaggle Blogs
- Blog Comments
- Deleting Blogs
- Managing Blog Settings
- Other Features
  - Search
  - Calendar
- RSS Feeds
  - User Authentication
  - Using RSS Feeds with Student Blogs

## **Chapter î :**

### **Homework Drop Boxes**

- Introduction
- Creating Homework Drop Boxes
- Using Homework Drop Boxes
  - Student Submissions to Drop Boxes
  - Deleting Users assigned to a Howework Drop Box

## **Chapter ï :**

### **Portal Links**

- Introduction
- Creating System Portal Links
- Creating User Specific Portal Links
- Preparing a Parameters File
- Editing User Specified Links

## **Chapter ï :**

### **Curriculum Integration**

- Curriculum Integration Using Student Email
- Web Resources for Email Lessons

# Chapter 1 Using the Email System

## Inbox or Main Screen

Using the Gaggle system for reading and writing email is very simple. The program is intuitive and easy to use. On the following pages are explanations of all the basic screens in Gaggle.

After logging into the Gaggle website, the first screen is the Main Screen or Inbox. This is the folder where all new mail will appear. Users can view their email by clicking on a message and viewing the message in the bottom reading pane or by double clicking the message to view as a full screen in a separate tab. The Deleted, Drafts, and Sent folders, as well as any personally created folders, will all look and function the same as this screen.

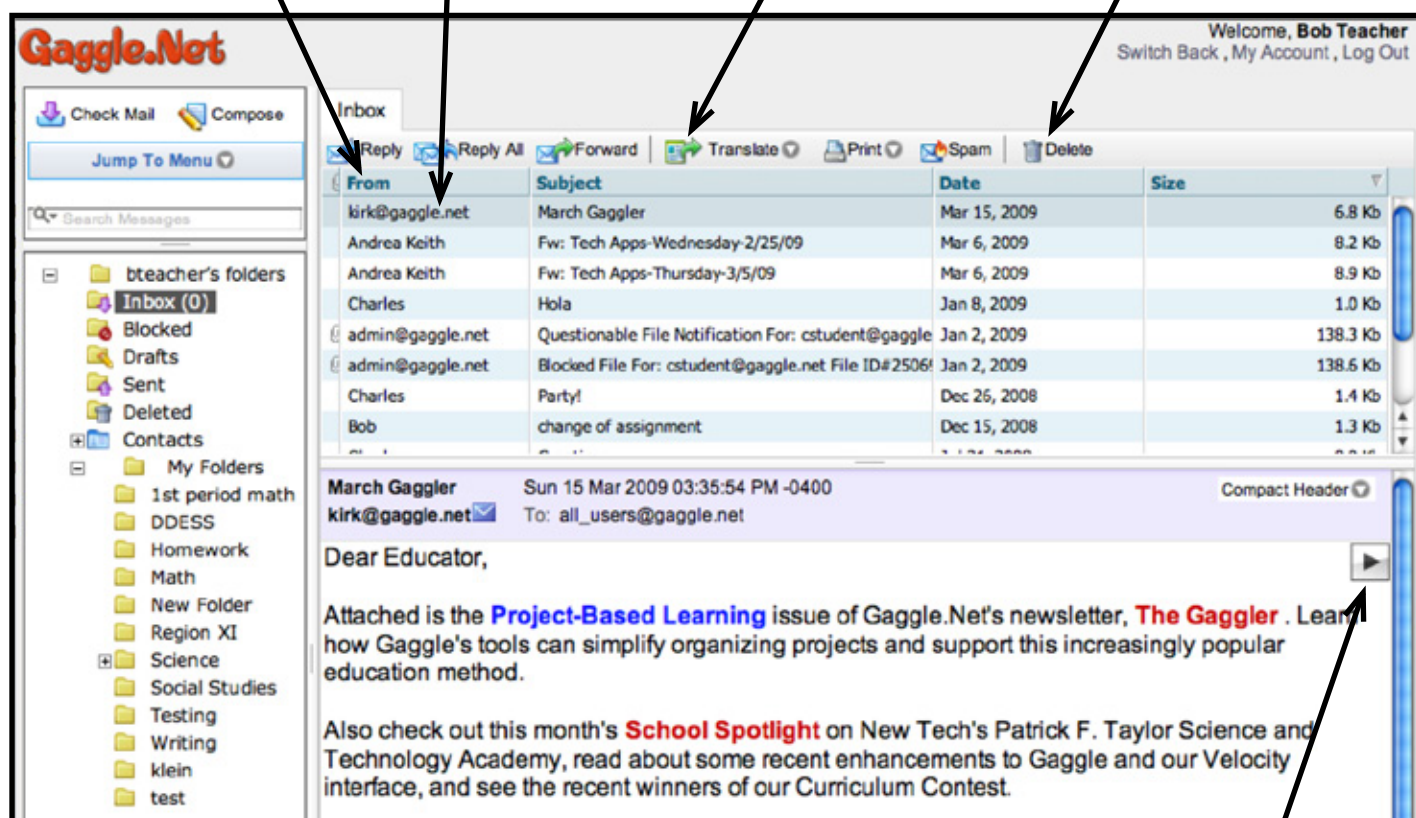
From the Inbox, users can choose to read any message, move a message by dragging and dropping into the appropriate folder, translate the message to another language, click on the audio feedback button, and sort email by the From, Subject, Date, and Size headers. To delete a message, right click on an email subject and select delete or highlight the message and select the delete button at the top of the page.

Click on the top pane to sort by subject, sender, date, or size.

Click message to read or double click to view in full screen.

Click to translate message to a different language. More info on page 49.

Click to delete a message.



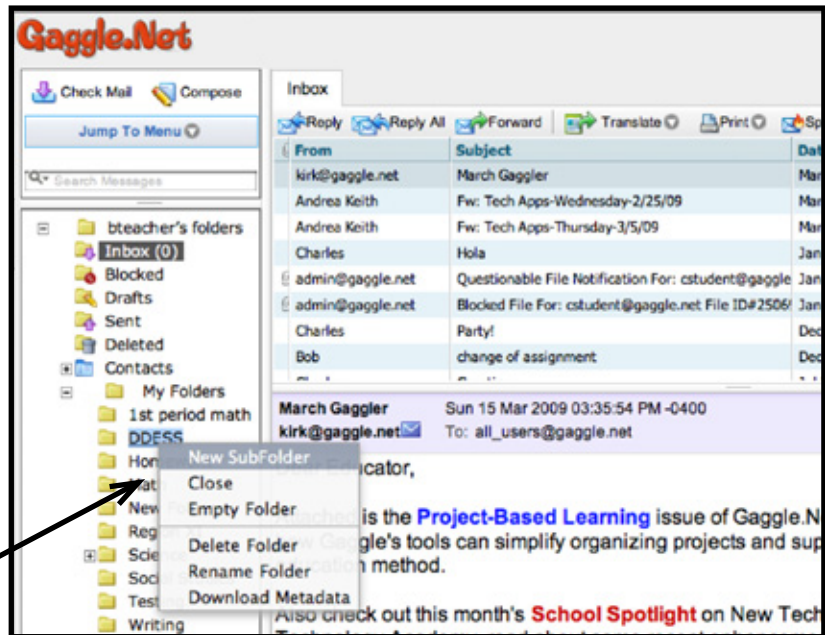
Click the play button to hear the email read aloud.

# Chapter 1 Using the Email System

## Creating and Deleting Folders

Users can create and delete personal folders for their Gaggle account. These personal folders can be given any name and are a great way to store messages that relate to specific topics. To create a folder, right click on the **My Folders** link located in the left pane toolbar. Select **New Folder** and the new folder will appear and allow you to name the new folder. Once the folder is named, the user can also right click to create a subfolder or empty, delete, and rename that folder. When a user deletes the folder, all of the messages from the folder will be moved to the Deleted folder.

Right click to create a subfolder or empty, delete, and rename that folder.



## Search Feature

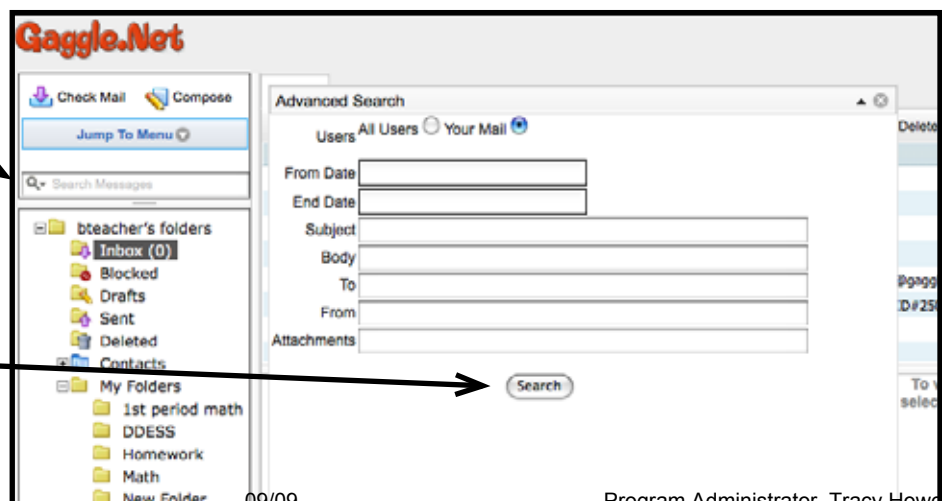
Gaggle provides users with an advanced search feature to easily search all email messages by keyword, address, etc. To use the search feature, simply enter text in the box provided in the upper left hand corner next to the magnifying glass icon. Hit enter to generate results in a new tab. Gaggle's search feature provides many different search options to give users optimal search results. The following sections describe the various search options.

## Advanced Searches

The Advanced search feature allows users to select more information on their searches such as dates, subject, body, to, from, and attachments in an email. To select Advanced search, click on the magnifying glass in the search box and select Advanced Search. School Administrator and Masters can choose to search either their own mail, or the messages of all the users in the school. This can be done by clicking the **All Users** or **Your Mail** button in the search window. District Administrators and Masters can search mail in any or all schools within the district by highlighting a single school or checking the All Schools box.

Click the magnifying glass

Click **Search** or hit return after criteria is entered to complete the search.



# Chapter 1 Using the Email System

## Wildcard Searches

Gaggle's search feature supports the use of single and multiple character wildcard searches. To perform a single character wildcard search, a user should use the "?" symbol in the term. To perform a multiple character wildcard search, a user should use the "\*" symbol in the term. The wildcard search symbols cannot be used as the first character of the search criteria.

The single character wildcard search will yield results that match the term provided in the search field with the single character replaced. For example, to search for "small" or "smell" a user can use the search: sm?ll.

A multiple character wildcard search will yield results that match the term provided in the search field with 0 or more characters replaced. For example, to search for the words "party" or "parties", a user can use the search: part\*. Multiple wildcard searches can also be used in the middle of a term if necessary.

## Boolean Operators

Boolean operators allow users to combine terms in a specific search. Gaggle's Search feature supports the following Boolean operators: AND, "+", OR, NOT, and "-." When using a Boolean operator, it must be entered in all capital letters in the search field.

OR:

The OR operator links two terms and finds matching emails in which either of the terms exist. The OR operator is the default operator in any search. For example, to search for an email that contains the word "test" or "exam," use the search: test OR exam.

AND:

The AND operator finds matching emails where both terms exist anywhere in the text. For example, to search for an email that contains the words "music" and "program," use the search: music AND program.

+:

The "+" operator requires that the term following the "+" symbol in the search field must exist somewhere in the text of an email. For example, to search for an email that must contain the word "internet" and may contain the word "safety," use the search: +internet safety.

NOT:

The NOT operator excludes all email messages that contain the term after NOT in the search field. For example, to search for emails that contain the word "computer" but do not contain the word "lab," use the search: computer NOT lab.

-:

The "-" operator excludes all email messages that contain the term after the "-" symbol in the search field. For example, to search for emails that contain the word "principal" but do not contain the word "meeting," use the search: principal-meeting.

## Grouping

The grouping function allows users to group together two or more Boolean operators using parentheses to further control the results of their search. For example, to search for an email message that contains either the word "test" or "exam" and the word "science" use this search: (test OR exam) AND science.

# Chapter 1 Using the Email System

## Fuzzy Searches

Fuzzy searches allow users to search for words that are similar in spelling to the term entered in the search field. To perform a fuzzy search, use the “~” symbol at the end of a single term. For example, to find words that are similar in spelling to the word “cat,” use this search: cat~. This search would yield results for words such as cats, hat, and mat.

## Proximity Searches

Proximity searches allow users to find words that are within a certain distance from each other in a single email. To perform a proximity search, use the “~” and a number at the end of a phrase in the search field. For example, if a user wanted to search for the words “school” and “achievement” within a certain distance from each other in an email, he or she would use the search: “school achievement”~10. This would search for these two words within 10 words of each other in an email message.

## Boosting a Term

There are two types of terms users can utilize when performing a search: single terms and phrases. A single term is simply a single word such as “computer” or “email.” A phrase is a string of words enclosed in quotation marks such as “district policy.” Boosting a term allows the user to control the relevance of the search results. To boost a term, use the “^” symbol with a number at the end of the term in the search field. The higher the number used, the more relevant that particular term will be in the search results.

For example, if a user was searching for emails containing the words “district” and “policy,” and wanted to boost the relevance of the word “policy,” he or she would type this into the search field: district policy^7. This will make emails with the term “policy” appear seven times more relevant in a user’s search.

## Escaping Special Characters

When a user is performing a search that contains a special character which is also part of one of the searching methods described above, a user can neutralize the character by placing a “\” in front of it. For example, if a user is searching for an email that contains the word “a\*\*,” he or she can use this search: a\\*\\*. By placing the “\” in front of the “\*” it allows this character to be included as part of the actual search rather than as a wildcard character described above.



# Chapter 1 Using the Email System

## Read Mail Screen

After selecting a message to read from the Inbox, the user will have the ability to view the mail in the bottom pane of the screen or can double click the message to view on a full screen in a new tab. Users can see the text of the message, the sender, the subject, the date and time the message was sent, and any attached files. There are also several controls that allow users to perform various tasks, which are described in the picture below.

Click the **Reply** button to write a message to the person who sent the email. The **Reply** button will also quote the original message back to the sender.

Click the **Print** button to print an email message.

Click to translate message to a different language.

The screenshot displays the Gaggle.Net web interface. On the left is a sidebar with a folder tree under 'bteacher's folders', including 'Inbox (2)', 'Blocked', 'Drafts', 'Sent', 'Deleted', 'Contacts', and 'My Folders' (containing '1st period math', 'Educators', 'Homework', 'Math', 'Science', 'Social Studies', 'Testing', 'Writing', and 'lists'). The main area shows an email list with columns for 'From', 'Subject', 'Date', and 'Size'. A message from 'Kirk Leman' with subject 'Attachment' is selected. Below the list, the message details are shown: 'Attachment', 'Kirk Leman <kirk@gaggle.net>', 'To: bteacher@gaggle.net', and a link to 'What is API.doc (135 kb)'. The message body contains the text 'Please see attached' and 'Kirk Leman kirk@gaggle.net 800.288.7750'. Annotations with arrows point to various controls: 'Reply', 'Print', 'Translate', the attachment link, and a speaker icon for audio playback.

From	Subject	Date	Size
Kirk Leman	Attachment	Tue 1:09 PM	137
sys_admin@gaggle.net	Password reset request for - joey123@gaggle.net	May 6, 2009	1.
sys_admin@gaggle.net	Password reset request for - cstudent@gaggle.net	May 5, 2009	1.
admin@gaggle.net	Questionable AFS Text by user: cstudent	Apr 23, 2009	0
Andrea Keith	Fw: Tech Apps-Wednesday-2/25/09	Mar 6, 2009	8
Charles	Hola	Jan 8, 2009	1
admin@gaggle.net	Questionable File Notification For: cstudent@gaggle.net File ID#25	Jan 2, 2009	138

Attachment  
Kirk Leman <kirk@gaggle.net> To: bteacher@gaggle.net  
[What is API.doc \(135 kb\)](#)

Please see attached

Kirk Leman  
kirk@gaggle.net  
800.288.7750

Click on the attachment link to open or download the file.

Click to hear email read aloud

# Chapter 1 Using the Email System

## Compose Screen

There are several ways to get to the Compose screen; however, the most common method is by clicking on the **Compose** button in the upper left hand corner of the screen. The Compose screen allows users to compose messages to be sent over the internet. Users can add a recipient by clicking on the **To** button and selecting an address from the Contacts box or by typing an email address in the To field. Complete the email in the message field and click **Send** in the upper left hand corner. Users can enter more than one address in the To field if they are separated by commas.

There are several controls on this screen that are worth explaining in detail:

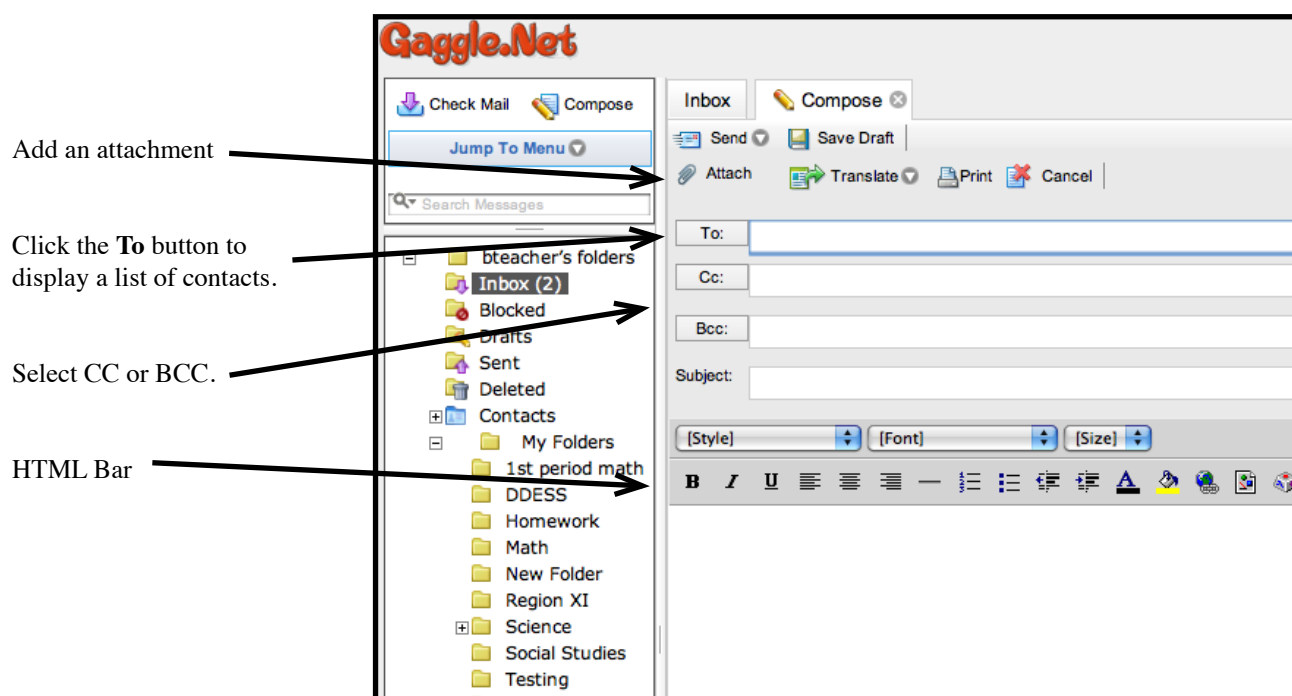
**To:** Clicking on the **To** button will display a Contacts box with a drop down menu containing several different categories. Users can show names from My Contacts, which will display both their individual contacts and any groups they have created: User Groups, Built In Address Groups, or the school's Directory. Select a name from the menu and double click to see the address in the To field or click on the name and click the **To** button to see the address populate in the To field.

**CC:** This button allows users to create a carbon copy list for the email. This is simply a list of additional recipients. Users at the Staff access level and higher also have the option of using the BCC. This option allows users to send a blind carbon copy of a message. BCC means each recipient will not be able to see who receives the email. The BCC option is not available for student users.

**Subject:** It is recommended users give a subject to all outgoing messages, which should be typed in this field.

**HTML:** The HTML toolbar allows users to compose messages with different fonts, colors, bold, italics, input images, conduct spell check, etc.

**Save Draft:** This button saves the message to the Drafts folder to be modified later before sending it out.



# Chapter 1 Using the Email System

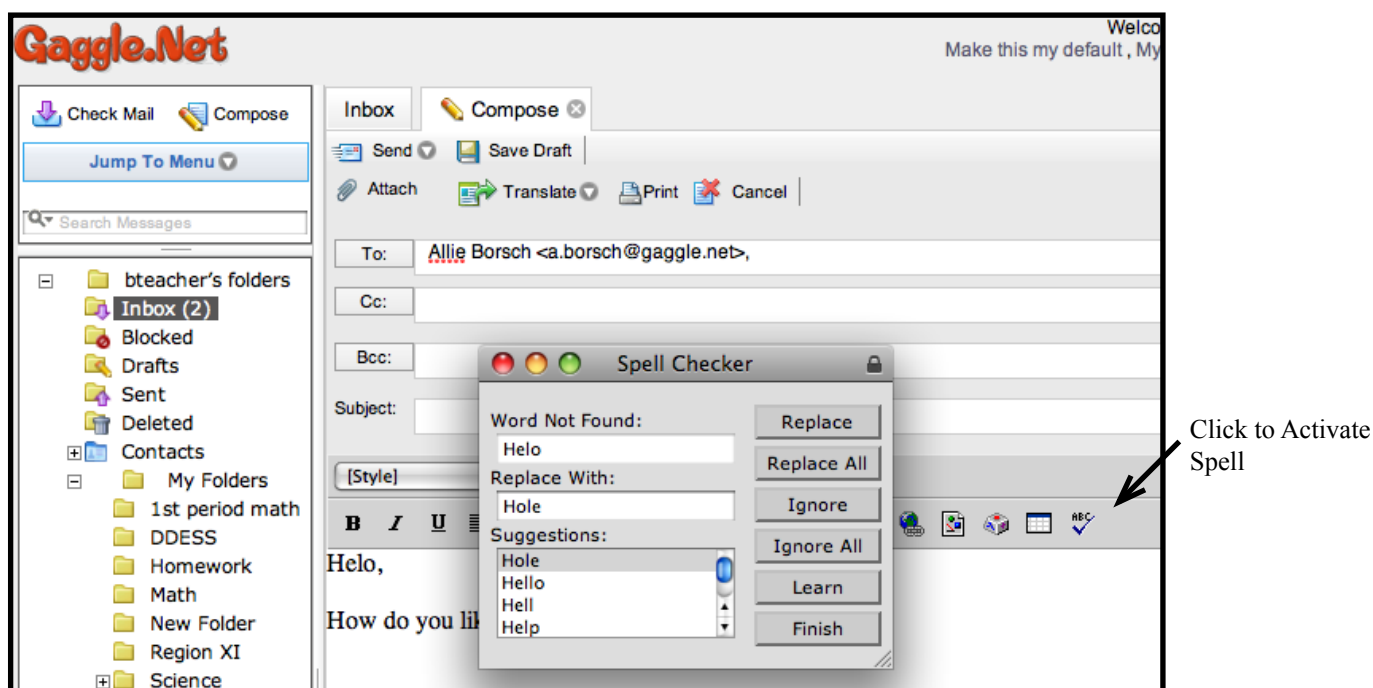
## Attaching Files/Uploading

Attaching files is a simple process. Click the **Attach** button at the top of the screen. A pop-up window will appear displaying files available on your computer. Locate and double click on the file, or click it to highlight and then click the **Open** button to start the upload. You will see a progress bar as it uploads. The name of the file will then be displayed with a paperclip icon and a link to remove the attachment.

Educators have the ability to turn off the attachment option for students. If attachments are not allowed, all incoming or outgoing messages with attachments will be sent to the Administrator's Blocked folder for review. The School set up page will allow you to block specific file types, as explained in Chapter 2.

## Spell Check

To check the spelling in an email, click the **Spell Check** button on the HTML toolbar. A new window will open showing a user each misspelled word, one at a time, in the Word Not Found field. The spell check will then suggest a replacement for the misspelled word and other spelling suggestions.



A user can click the **Replace** or **Replace All** buttons to replace the misspelled word with the chosen suggestion and move on to the next word. The **Ignore** or **Ignore All** buttons can be used to ignore the misspelled word and skip to the next word. By clicking the **Learn** button, users can add a particular word to their personal dictionary. Finally, the **Finish** button will exit the spell check and return you to your email.

## Contacts

The Contacts folder is shown in the left toolbar section. The Contacts folder allows users to add any number of address listings for friends and colleagues. To add a contact, click on the Contacts folder and select the **Add Contact** button in the upper left hand corner of the screen to populate new address information. Users can also drag and drop names from the directory page or drag and drop names from received emails into the contacts folder. These addresses will appear in the section titled "My Contacts" when the **To** button is selected on the Compose screen. The **To** button is a fast way to find a recipient's address. If a new message or reply is sent to an address that is not already in the Contacts list, the user will be asked if the address should be added.

# Chapter 1 Using the Email System

The screenshot shows the Gaggle.Net web interface. On the left is a folder tree under 'bteacher's folders' including 'Inbox (2)', 'Blocked', 'Drafts', 'Sent', 'Deleted', 'Contacts', and 'My Folders' (with subfolders like '1st period math', 'DDESS', 'Homework', 'Math', 'New Folder', 'Region XI', 'Science', 'Social Studies', 'Testing', 'Writing', 'klein', 'test'). The top navigation bar has 'Inbox' and 'Contacts' tabs. Below the tabs are buttons for 'Add Contact', 'Edit', 'Send Email', 'Delete', 'Print', and 'Import'. A search bar is also present. The 'Add Contact' button is highlighted with an arrow pointing to it from the text 'Click here to add a new contact.' The 'Edit' button is highlighted with an arrow pointing to it from the text 'Click here to edit contact.' The 'Contacts' folder in the left tree is highlighted with an arrow pointing to it from the text 'List of contacts already entered.' The 'Edit Contact' form on the right has fields for 'First Name', 'Middle Name', 'Last Name', 'Email', 'Other Email Address', 'Business phone', 'Home Phone', 'Mobile Phone', 'Fax', 'Website', 'Company Name', 'Job Title', 'Business Address', 'Business City', 'Business State', 'Business Zip', 'Business Country', 'Home Address', 'Home City', 'Home State', 'Home Zip', and 'Home Country'. An arrow points from the text 'Enter the information for the new contacts in these fields' to the 'Edit Contact' form.

Click here to add a new contact.

Click here to edit contact.

List of contacts already entered.

Enter the information for the new contacts in these fields

## My Groups

A user can click on the “+” symbol next to the Contacts folder to view My Groups. My Groups are personalized distribution lists. By selecting one of the groups from the **To** button on the Compose screen, users can quickly send an email to multiple recipients.

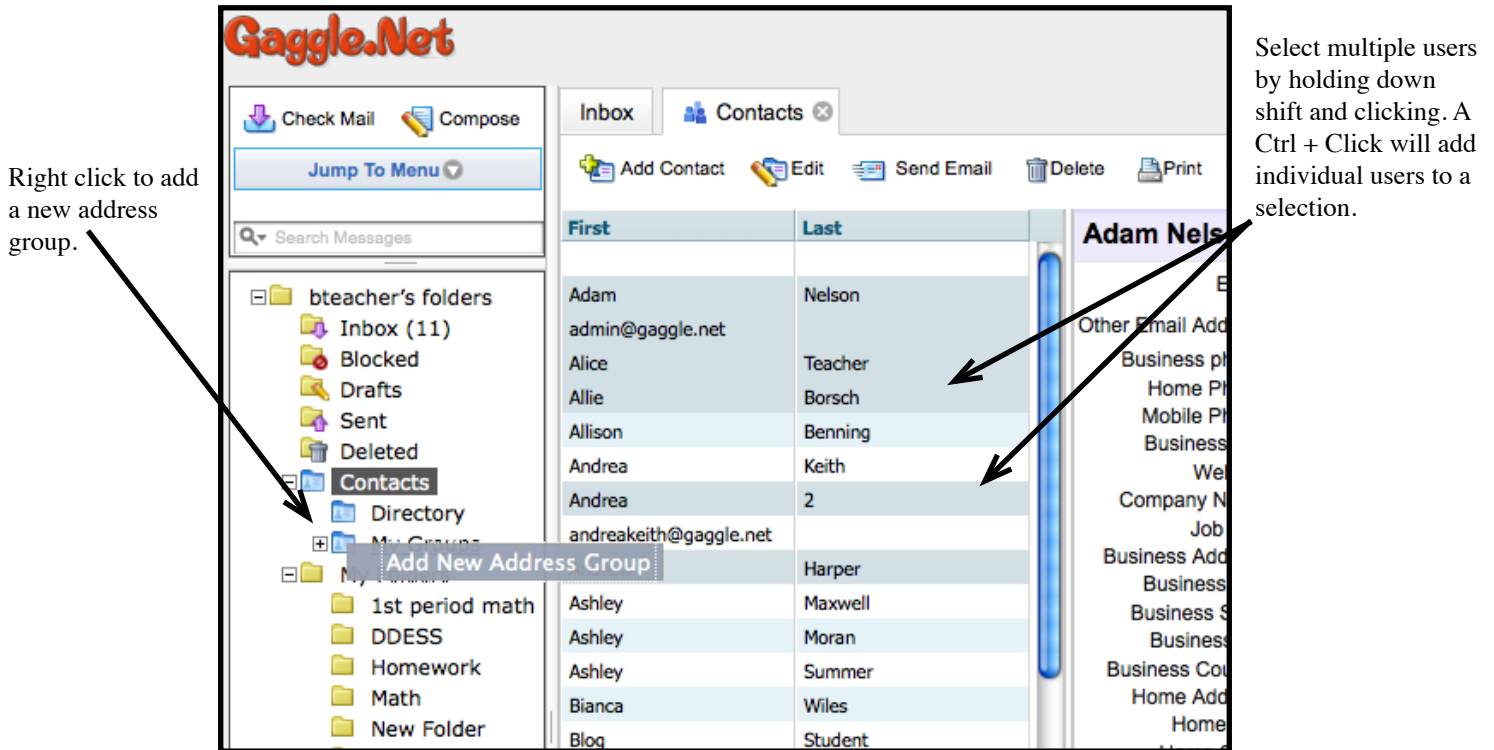
My Groups are a grouping of the individual addresses from the Contacts folder. There is no limit to the number of addresses that can be put into My Groups.

To create personal Groups:

1. Right click on My Groups, then click Add New Address Group. A New Address Group icon will appear. Type the name of the Address Group in the box to the right of the icon.
2. Users can choose addresses from their Contacts List and/or the Directory. Click the Contacts or Directory link to open that list in a new tab.
3. Drag and drop names into the folder from the Contacts list or Directory list. Users can select several users at once by holding the control or the shift key while clicking on names.

# Chapter 1 Using the Email System

Users can add addresses to an existing Group by selecting the Group icon and clicking on the **Add Contact** button. Populate the information in the text fields accordingly. Addresses can also be added to an existing group by dragging and dropping names from the directory into the correct group.



Once a group has been created, users can click on that group to view options, to add contacts, edit, delete the group, change the address group type, or send an email to that specific group. The following describes the available Address Group options:

## Address Book – BCC Recipients

The individual recipient addresses will not be visible. A Reply from the recipient will go just to the sender. (A Reply All will also only go to the sender.)

## Address Book – CC Recipients

A reply from a recipient will go just to the sender. A Reply All will go to all members of the group, whose Addresses will be visible in the To field.

## Mailing List

By marking a group as a Mailing List, the user will be able to create a name for the group, such as ScienceTeachers. When replying to an email sent to this Group, the individual addresses will not be visible. The reply will be sent to all the members, shown as groupname@addresses.gaggle.net or as in the example above scienceteachers@addresses.gaggle.net.

## Restrict Email from Non-List Members

Only users that are members of a particular group will be allowed to send email to that specific group.

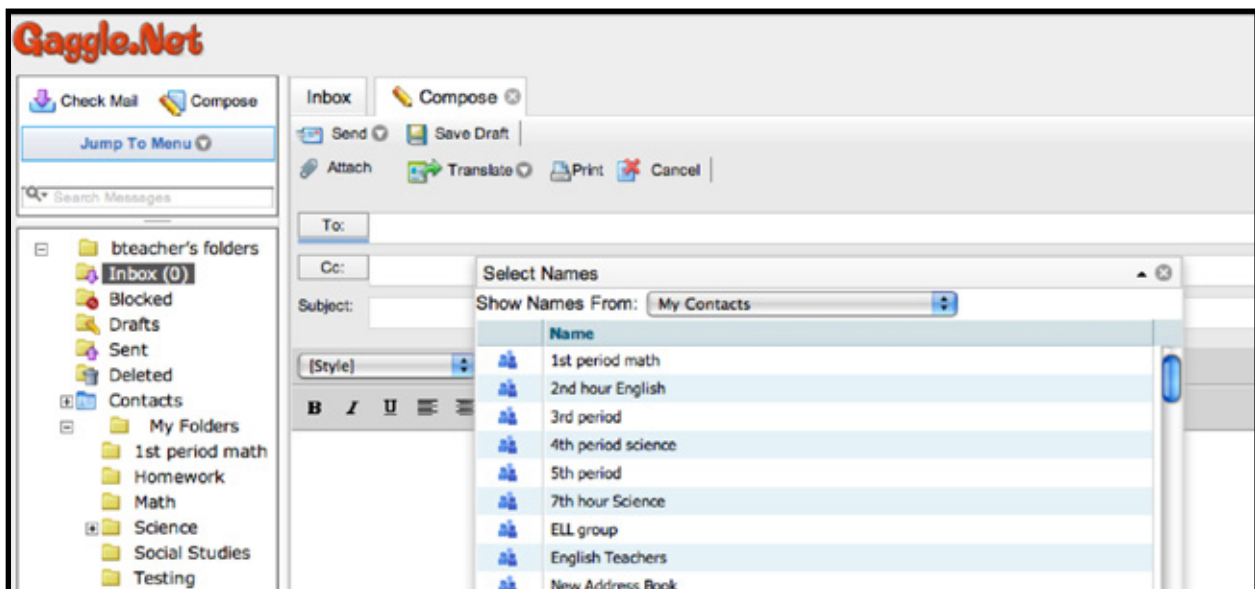
# Chapter 1 Using the Email System

## Built-In Address Groups

The **To** button on the compose screen includes several built-in Address Groups. Users will see different built-in Address Groups depending on their access level. Student users will only have the group, My Class, in their Menu, which would let them send an email to all of the students assigned to the same administrator in Gaggle.

The following is a list of all possible built-in Address Groups:

- My Class
- All Students
- All Teachers and above
- All School Admins and above
- All Users in School
- All Users in District
- All Students in District
- All Staff+ in District
- All Teachers+ in District
- All School Admins+ in District
- All District Admins+ in District



## Exploding Address Groups

The Exploding Address Group feature allows users to send a message to multiple addresses without logging into the website. Users can send mail to one Gaggle address and the system automatically sends out a copy of the message to multiple recipients.

Listed below are two types of Exploding Address Groups:

### 1. Sending mail based on user access levels. – xxxx@users.gaggle.net

The general format is:

criteria\_schoolID@users.gaggle.net – The school ID can be found at the top of the School Setup page, which is located under the School Admin drop down menu through the Jump To link.

# Chapter 1 Using the Email System

criteria\_district\_districtID@users.gaggle.net – The district ID can be found on the School Setup page.

admin\_adminID@users.gaggle.net – Mail is sent to all users who share the same administrator. The admin ID is the Gaggle User ID for which can be found on the User Data page for that educator.

**Here are some examples:**

all_30116@users.gaggle.net	Sends mail to all users in school ID 30116
staffplus_30116@users.gaggle.net	Sends mail to all users in school ID 30016 who have access level of staff or higher
students_30116@users.gaggle.net	Sends mail to all student users in school ID 30116
all_district_1006120@users.gaggle.net	Send mail to all users in district ID 1006120
admin_93120@users.gaggle.net	Mail is sent to all users who share the administrator with user ID 93120

## School ID Can be found on the School Setup Page

**The criteria definitions are:**

- all - all users
- students – student level and lower
- teacherplus – teacher level and higher
- schooladminplus – school admin and higher
- staff – all staff level users
- staffplus – all staff users and higher
- admin - users who share the same administrator

## 2. Sending to My Groups in the personal Contacts folder – xxxx@addresses.gaggle.net

Each personal group has an ID number. Users can find the Group ID Address by clicking on the group folder and viewing the number at the top of the page.

For example:

23981@addresses.gaggle.net – Any email sent to this address would be sent out to all addresses listed in Address Group ID #23981.

Users can also send to a personal Group of other users at the school or district if the original creator of the group shares the group ID number with other users.

## Security for Exploding Group Folders

As a security precaution against spammers, this feature only works with mail sent from the Gaggle website or from Gaggle's SMTP servers. In addition, there are some access level restrictions that prevent certain users from sending to an Exploding Address Group. Users with Staff level access or higher must belong to the same district as the user who owns the personal group. In addition, Staff plus users can send to the built-in Address Groups for their school or district. Student users can only send to their own personal group or to the built-in Address Groups for their school.

## Using a Custom Domain with an Exploding Address Group

The Exploding Address Groups can be setup to work with custom domain names. If a school uses a custom domain name for the Gaggle accounts, users can send to address groups either as students\_2302@users.gaggle.net or students\_2302@users.northwood.org.



# Chapter 1 Using the Email System

## Directory

The Directory screen is a quick way to find email addresses for Gaggles users in the school. The Directory link is located on the left hand toolbar on the main page under the Contacts folder. Users can quickly email anyone on the list, drag and drop names into their Contacts folder or their Group folders and access other users' Digital Lockers, Profile Pages, and Blogs.

Click on a name to send a message,  
right click to add to Contacts, or  
click and drag to another folder.

Click **View** to sort users  
by other criteria.

The screenshot shows the Gaggles web interface. On the left is a sidebar with a 'Jump To Menu' and a search bar. Below these are folders: 'bteacher's folders' (containing 'Inbox (1)', 'Blocked', 'Drafts', 'Sent', 'Deleted'), 'Contacts', 'My Groups', 'My Folders' (containing '1st period math', 'Homework', 'Math', 'New Folder', 'Region XI'), and 'Science'. The 'Directory' link under 'Contacts' is highlighted with an arrow pointing to it from the text 'Click to access Directory'. The main area shows the 'Directory' tab selected, displaying a table of users. Above the table is a 'View (All Users)' dropdown menu, which is open, showing options: 'Scroll To Letter', 'Class Members', 'All Users', 'All Students Users', 'All Educators', 'All Staff Users', 'All Non-Students', 'All Parents', 'Graduation Year', 'User Groups', and 'Administrators'. An arrow points from the text 'Click View to sort users by other criteria.' to this dropdown menu. The table has columns for 'User Name', 'First', and 'Last Name'. The data rows include users like 'jse-max', 'student3', 'testp', 'web2.0beta', 'tom123', 'andreak', 'kalex56', 'alltraindist', 'julieanders', 'shelliann', 'jen.aniston', 'a.borsch', 'rlbrown', 'd.coulter', 'l.dart', and 'j.dart'. To the right of the table is a vertical list of letters (A through Q) for filtering. Further right are links for 'Profile' and 'Blog' for each user.

User Name	First	Last Name
jse-max	J	
student3	test3	
testp	parent	
web2.0beta		
tom123	tom	
andreak	Andrea	2
kalex56	Kellie	Alexander
alltraindist	Train	All
julieanders	Julie	Anderson
shelliann	Shelli	Andrews
jen.aniston	Jennifer	Aniston
a.borsch	Allie	Borsch
rlbrown	Randy	Brown
d.coulter	Darin	Coulter
l.dart	Lacey	Dart
j.dart	Joe	Dart

Click to access Directory



# Chapter 1 Using the Email System

## Setting Personal Account Options

The link in the upper right hand corner of the screen labeled My Account is where users can change various parameters for their own accounts. Depending on the access level of the user, different settings can be changed. These options include, but are not limited to, user name, full name, and password.

The following sections explain some of the more common fields and settings on the My Accounts page. There are several other items on this page that provide additional settings or account information. They will be more thoroughly explained throughout the following chapters of this guide.

### Changing a Password

To change a password, enter the desired password into the two text fields: New Password and Retype Password. Click the **Save** button in the upper left hand corner of the screen. Passwords are encrypted for security reasons, therefore they cannot be retrieved. They must be reset.

### Mailbox Storage

Each user on Gaggle is allocated a specific amount of storage space for email messages, attachments, and Digital Locker files. All emails and files are counted against your total storage space except messages in the Deleted and Blocked folder.

The screenshot shows the 'My Account' settings page with the 'Basic' tab selected. The page includes fields for User ID, First Name, Middle Name, Last Name, User Name, New Password, Retype Password, Outside Email, and a Note. It also features dropdown menus for Access Level, Attachments, Spam Level, and Color Scheme. A progress bar shows mailbox storage usage. At the bottom, there are checkboxes for seasonal color schemes, creation and login dates, and options for composing messages and mail forwarding. Annotations with arrows point to specific fields: 'Student access and below will not be able to modify name and user-name fields.' points to the name fields; 'Change password here.' points to the password fields; 'Mailbox storage limit and amount currently being used.' points to the storage progress bar; 'Adjust spam filter here.' points to the spam level dropdown; and 'Set up Mail forwarding here.' points to the mail forwarding options.

Student access and below will not be able to modify name and user-name fields.

Change password here.

Mailbox storage limit and amount currently being used.

Adjust spam filter here.

Set up Mail forwarding here.

If a users' accounts reach 80% of their total storage space, they will receive a warning notification via email and a notice will appear at the top of their Inbox. They will still be able to send and receive email as long as they are not over their limit.

Once users have reached their storage limit, they will no longer be able to send or receive email. All email sent to their account will be bounced back to the sender. A new warning message will appear at the top of the Inbox indicating the account has been frozen. To unfreeze an account, users need to clean up their account by moving some of the old messages from the Inbox, Sent, Drafts, Spam, and any custom folders to the Deleted folder. All folders and the Digital Locker should be checked for old messages or files that can be deleted. On the My Account screen, users can view the storage space they have used at any given time.

# Chapter 1 Using the Email System

## Mail Forwarding

Mail Forwarding allows users to have their messages forwarded or copied to another email account, such as a district address or personal account. Users can forward just the blocked mail or all mail that comes into the account. Only users set at the College Student access level or higher can forward their email. When choosing this option, a confirmation email will be sent to the forwarding address entered. If the users agree with the action of the email and wish to continue forwarding the email, no response is needed. Clicking the link provided in the email will stop forwarding.

The address to be used must be listed in the Forwarding Email Address field. Be careful when entering the forwarding email address because an invalid email address may cause serious problems.

### Forwarding Options:

#### Do not copy or forward messages

Mail will not be sent to any outside address even if there is an address listed in the Forwarding Email Address field. This is the default setting.

#### Copy blocked messages to forwarding email address

Only mail that gets blocked will be sent to the forwarding email address. A copy of the student's blocked message will be sent to the forwarding email address and the message will also stay in the user's Gaggle Blocked folder.

#### Copy all mail to forwarding email address

This option handles the blocked messages in the same manner as above. In addition, a copy of each message received in the user's Gaggle account will be delivered to the forwarding email address. The mail received will remain in the user's Gaggle Inbox.

If this option is selected, users should check their Gaggle account regularly, as their Inbox may get full, and their Gaggle account may become frozen.

#### Forward all mail to forwarding email address

All mail sent to the user's Gaggle account will be forwarded to the forwarding email address. The mail sent will be moved to the Gaggle Deleted folder and will remain there for 30 days. This is the best method for mail forwarding.

To set up forwarding:

1. Click on the **My Account** link and scroll about halfway down the page.
2. Enter a forwarding email address and choose a forwarding option.
3. Click the **Save** button.

The screenshot shows the 'Gaggle.Net' interface. On the left is a sidebar with a folder tree including 'bteacher's folders', 'Inbox (0)', 'Blocked', 'Drafts', 'Sent', 'Deleted', 'Contacts', 'Directory', 'My Groups', 'My Folders', and various subject folders like '1st period math', 'DDESS', 'Homework', 'Math', 'New Folder', 'Region XI', 'Science', 'Social Studies', 'Testing', 'Writing', 'klein', and 'test'. The main area is titled 'My Account' and has tabs for 'Basic', 'Advanced', 'Blog', 'Auto Reply', and 'Signature'. The 'Basic' tab is active, showing user information: User ID 2193913, School Name 'Andrea's Training School', First Name 'Bob', Middle Name, Last Name 'Teacher', User Name 'bteacher', New Password, Retype Password, Outside Email 'andrea Keith@gaggle.net', and Note. Below this are dropdown menus for Access Level (set to 'School Master'), Parent Account (set to 'No'), Administrator, and Human Monitor. There are also dropdowns for Attachments (set to 'Allowed'), Student/Staff ID, and Graduation Year. Mailbox storage information shows 4.684 MB used of 100.0 MB (5%). Spam Level is set to 'Medium' and Color Scheme is 'Gray'. A checkbox for 'Allow Seasonal Color Schemes' is checked. Creation Date is 07/01/2006 and Last Login is 04/08/2009. At the bottom, 'Compose Messages as HTML' is set to 'Default', 'Forwarding Email Address' is 'andrea.gaggle@yahoo.com', and 'Mail Forwarding' is set to 'Do not copy or forward messages'.

Enter the Forwarding email address here.

Chose the desired forwarding option.

# Chapter 1 Using the Email System

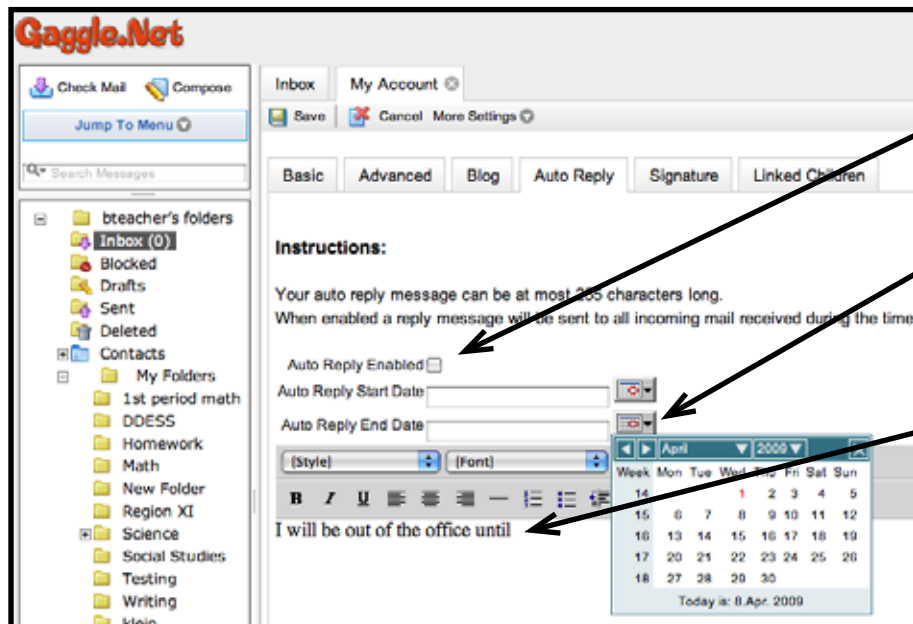
## Auto Reply Setting

The Auto Reply setting gives users the option to set an out-of-office reply message when they are not checking their email for a period of time. It allows users to choose the date range when it should be active and type a personalized message. When Auto Reply is enabled, it will automatically send a copy of the message to everyone who emails the user during the specified dates. This option is only available to Staff access and higher.

To set up Auto Reply:

1. Click the **My Account** link and select the tab listed as **Auto Reply**.
2. Check the box next to the Auto Reply Enabled.
3. Choose the start and end date by using the two drop down calendars.
4. Type the message in the Auto Reply Message box.
5. Click the **Save** button in the upper left hand corner.

To turn the Auto Reply Setting off, uncheck the Auto Reply Enabled box.



The screenshot shows the 'Auto Reply' tab in the 'My Account' section of the Gaggles.Net interface. The 'Auto Reply Enabled' checkbox is checked. The 'Auto Reply Start Date' and 'Auto Reply End Date' are set to April 14, 2009, and April 18, 2009, respectively. The 'Auto Reply Message' box contains the text 'I will be out of the office until'. A calendar widget is open, showing the date range. Annotations with arrows point to the 'Auto Reply Enabled' checkbox, the date range, and the message box.

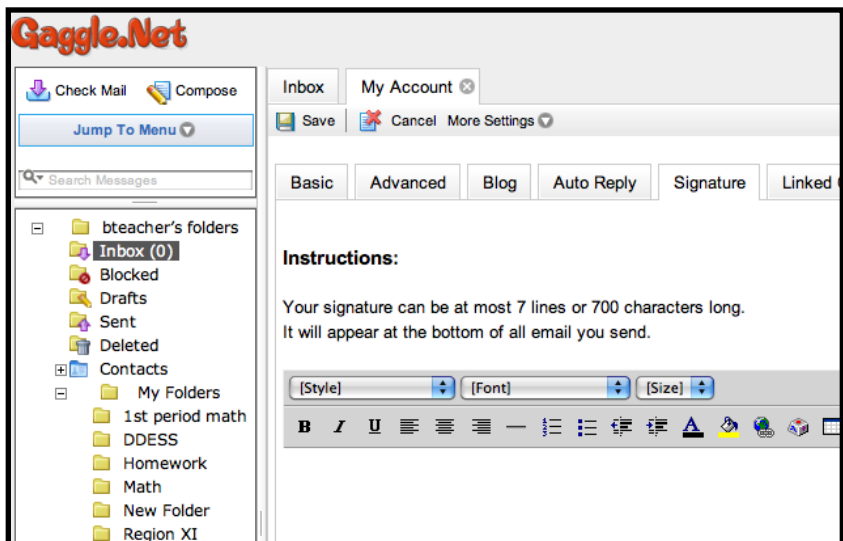
Check this box to turn Auto Reply on or off.

Insert the date range click the drop-down to bring up the calendar.

Type the message here.

## Signature Option

The Signature tab is available under the **My Account** link. This screen allows a user to enter a personal signature. The signature will be added to the bottom of every message sent. (If users are looking for a school wide signature, please contact Gaggles' Customer Service. This is an option for schools that subscribe to Gaggles.)



The screenshot shows the 'Signature' tab in the 'My Account' section of the Gaggles.Net interface. The 'Instructions' section states: 'Your signature can be at most 7 lines or 700 characters long. It will appear at the bottom of all email you send.' The signature box is empty, and a rich text editor toolbar is visible below it.

# Chapter 1 Using the Email System

## Deleted Mail Policy

Deleting an email on the Gaggle website does not actually delete the message. This is a safety feature for both students and educators. In particular, the system prevents students from hiding their activity by deleting messages that are inappropriate. Students cannot purge mail from the system by using the Delete button. However, access levels of Teacher and higher do have the ability to purge mail from either their own account or from a student's account, including a student user's Deleted folder.

When a user deletes mail on Gaggle, the message is moved to the user's Deleted folder. The mail is then kept in the Deleted folder for at least 30 days so students and teachers can retrieve these messages as needed. After approximately 30 days, messages in the Deleted folder are moved to a hidden Archived folder which is only accessible by Gaggle personnel. Messages are kept in the Archived folder for an additional 30 to 60 days. After this time frame, the messages are no longer retained by Gaggle and are purged from the system. For more detailed information about our Archiving Policy for free and subscription users, please contact a Gaggle Representative.

## Virus Control

The virus libraries on the Gaggle servers are automatically updated every hour and all files and attachments are scanned twice.

Every message is scanned for viruses when it is received by the Gaggle mail servers. If the message contains a virus, it is immediately deleted and not added to the user's Inbox. In addition, each attachment is scanned a second time before the file can be downloaded by the end user. This second scan helps to catch new viruses that may get past the initial check before the latest virus update is released.

Outgoing attachments added to the Compose screen are scanned during the upload process. Files in the Digital Locker section of Gaggle are also scanned during both the upload and download process.

## Spam Control

Unsolicited Commercial Email, or SPAM, is a huge problem on the internet. Please be assured that Gaggle does not provide any information on user accounts to any companies that send SPAM. In fact, Gaggle has many systems in place that are designed to defeat spammers. Each day the Gaggle system rejects hundreds of thousands of spam messages.

Gaggle uses a multi-layered system to protect users against unwanted and inappropriate email. The initial line of defense is the anti-spam system detailed below. Mail must first pass through the anti-spam system and is then subject to Gaggle's specialized student filters for offensive text, images, URLs and more. The ultimate ability to restrict offensive email is the ability to block specific outside domains or even all domains except for a select few.

As a first line of defense, Gaggle uses a proprietary anti-spam appliance that blocks spam messages using a sophisticated rule set. This anti-spam rule set is maintained 24 hours a day, 7 seven days a week by a team of dedicated programmers. As spam threats are identified, rules are created to block these new sources of unsolicited mail. Using a human created rule set allows Gaggle to effectively block 98.5% of spam while maintaining a false positive rate less than 0.1%.

If you do receive a message, which you believe is spam, you can forward this message to the programming team for review. Please click the spam button on the Gaggle interface or forward the message with the full mail headers to [spam@gaggle.net](mailto:spam@gaggle.net).

# Chapter 1 Using the Email System

## Personal Spam Filter

Users have their own personal Spam Filter on Gaggle. The Spam Filter works in conjunction with the Blocked Word List and Blocked Address filters that are part of Gaggle's overall safety system. The Spam Filter can be thought of as the last line of defense against offensive or annoying email. Users can determine their own level of filtering for spam.

Every message that enters the Gaggle system is analyzed for the likelihood the message is a junk mail advertisement. The Spam rating for each message is based upon many criteria, such as the use of all capital letters, the presence of words and phrases such as "Free Offer," "Buy Now," and "Viagra," as well as other rules.

If a message is determined to be an unsolicited commercial email, then it is placed in the user's Spam folder. This folder will be created when the first spam message is received. Messages in the Spam folder are kept for 7 days and then automatically purged from the system. While this system will catch most spam, it can also make mistakes. If a friend sends a message with all capital letters about a free concert, it might be mistaken as spam. If this happens, the message will end up in the user's Spam folder. For this reason, we suggest users check their Spam folder at least once per week to see if it has caught any legitimate emails by mistake.

Because one person's junk mail is another person's valuable offer, users can set their own personal Spam Filtering Level for their Gaggle account. The Spam Filter Levels are:

- High - This level will catch almost all junk messages, but it is also more likely to mistake real mail for spam.
- Medium - This is the default setting. It will catch most spam and make few mistakes.
- Low - This level will let some spam get by and will rarely make a mistake.
- Off - This option provides no personal spam filtering and all messages will be delivered to the user's Inbox.

The settings for the spam filter can be found on the My Account screen.

How did they get my student's address?

If students are receiving a plethora of unsolicited email, the cause can usually be traced to one of three sources:

1. The student has unknowingly given out his or her email address to spammers. Every time an email address is entered in a drawing or provided on a website, that user is inviting spam. In addition, posting to newsgroups or mailing lists are also frequent sources of spam.
2. Students will sometimes sign each other up for spam as a practical joke. Unfortunately, there is no way to prevent someone from entering another person's email address on external websites.
3. The user name assigned to a student may have been previously used by an individual at another school. If the prior user was receiving spam, then the new user will now receive those spam messages as well. If this happens, change the user name to something more unique.

## Preventing False-Positive Spam

From time to time, the system may incorrectly identify legitimate email as spam. This is particularly true of newsletters and email that contains spam-like phrases. To ensure that mail from certain senders is received in the Inbox instead of the Spam folder, add the sender's email address in the Contacts folder. This entry in the Contacts folder will override the personal spam filter.

# Chapter 2 Message Boards

## Introduction and Project Ideas

The Gaggle message boards can be used for many projects. Teachers can create individual boards accessible to the entire school or district or just to specific groups of students like their own class or differentiated student groups. There are also Gaggle Wide message boards that are shared by all students and teachers on Gaggle.

The message boards can eliminate the physical walls of the classroom and enable learning to take place outside normal school hours. The boards also have the Auditory Feedback System and the Translator tools available for those students who would benefit from this extra support. Below are some project ideas we have seen from some of our Gaggle educators.

### Content Discussions

A message board can be used as an online discussion forum to promote higher-level thinking. Unlike a verbal class discussion, participation can be required, measured, and assessed. Students have time to formulate their responses, and are often more comfortable sharing their ideas in a protected environment. Discussions on the boards also provide writing opportunities, thus promoting literacy in the content areas.

### Homework Centers

The message boards are a great way to communicate with students. They can be used as a homework center where teachers post assignments and due dates. Students can post questions and help each other with assignments, creating your own set of class FAQ's.

### Guest Speakers

Outside experts and community members can be given access to the message boards with a guest Gaggle account. This allows for primary source interviews and community involvement within Gaggle's safe and filtered environment. While many professionals may not be able to visit a school, they may be willing to answer questions on a message board over a course of time.

### Differentiated Instruction

Because message boards can be created for specific users to access, they are a perfect tool for discreet differentiation. Teachers can post differentiated assignments rather than having to pull aside a group of students during class. Specialized instruction, alternate reading material, and small group discussions can all happen on the privacy of the message board.

### Character Impersonations

Some teachers have used the boards for character impersonations. The teacher posts information and answers students' questions as a famous character. A similar project could be done by creating a board for students to moderate as a character or answer questions about a research topic. A form of "Who Am I" is a popular variation of this kind of board activity.

### Professional Development/Committee Work

Many school districts take advantage of the Gaggle's district wide message boards for professional development, teacher book studies, and for special committees. It's a great way to have cross-district discussions without fighting traffic!

# Chapter 2 Message Boards

## Message Board Categories

The message boards are separated into five different categories for better organization. When students or teachers click **Message Boards** from the **Jump To** menu, they will see:

- School Message Boards
- District Message Boards
- Educator Message Boards (ePals, Help, etc.)
- Gaggle Wide Message Boards
- Specified User Boards

### School Message Boards

This category will include the school name, such as Westside Middle School Message Boards. These are the message boards specifically created by the teachers at the school and are only visible to members of the school. This category will contain boards dedicated to the school's government, sport teams, school staff, etc.

Any new message board that is created will automatically be in this category unless the drop down box for applying district wide is selected as true. The process that can further limit which students with school & district access will see the message boards in this category will be reviewed later.

### District Message Boards

This category will include the district name, such as Alamo School District Message Boards. These message boards are created by teachers in the district and made available on a district-wide basis. These message boards are only visible to members of the schools in the district. Only students with school & district access will see the message boards in this category.

District boards are great for staff projects and instructional departments like history, mathematics, or english. Teachers can create discussion boards restricted to principals, read-only announcement boards, or create boards for student projects which involve multiple schools.

### Educator Message Boards

These message boards are provided by Gaggle for educators to seek help, find partner schools for online projects, share lesson plans, etc. These boards are only visible to users with Teacher access level and higher, and can only be created by Gaggle personnel.

### Gaggle Wide Message Boards

The Gaggle Wide Message Boards are provided as general discussion areas for students. There are over 80 discussion areas for topics including music, sports, tv shows, hobbies, and more. Some serious topics are included, such as religion, teen pregnancy, and politics. There are even some boards dedicated to nothing more than random talk.

Our experience has shown that many students are very lonely and are anxious to find others who will listen and share their thoughts. Gaggle provides a much safer environment for allowing students to communicate than traditional message board systems.

# Chapter 2 Message Boards

The Gaggle Wide Message Boards are not monitored by a human, but the messages are filtered for inappropriate language. The students also provide a significant amount of self-policing on the boards.

Please keep in mind that student users on Gaggle range in age from six to eighteen, and there are over 900,000 users from around the world. While many great discussions take place on the boards, some of the discussions could be deemed as inappropriate for students of certain ages. Each school and teacher will need to decide whether they want to allow their students access to the Gaggle wide message boards.

If a school decides to allow student access to the Gaggle wide message boards, we recommend discussing proper etiquette with them beforehand. This includes defining the limits of appropriate conversation for the message boards.

## Specified User Boards

This category was created so teachers can create a message board specifically for classes they teach. A teacher is able to select the names of the Gaggle users they would like to access their specified board. Only the users selected can access, comment, or read the created message board. Teachers can select users from any of the district's schools, or even add the email addresses of non-district Gaggle users in order to have collaborative discussions.

## Message Board Access Levels

Similar to a student's email access level, Gaggle provides a method to control a student's access to the boards via a Message Board Access Level. Assigning students to one of these levels can limit their ability to see and access specific board categories.

Controls for Message Board access levels can be found on the School Setup page under the Advanced tab. They are also located on the User List page and the personal account settings page.

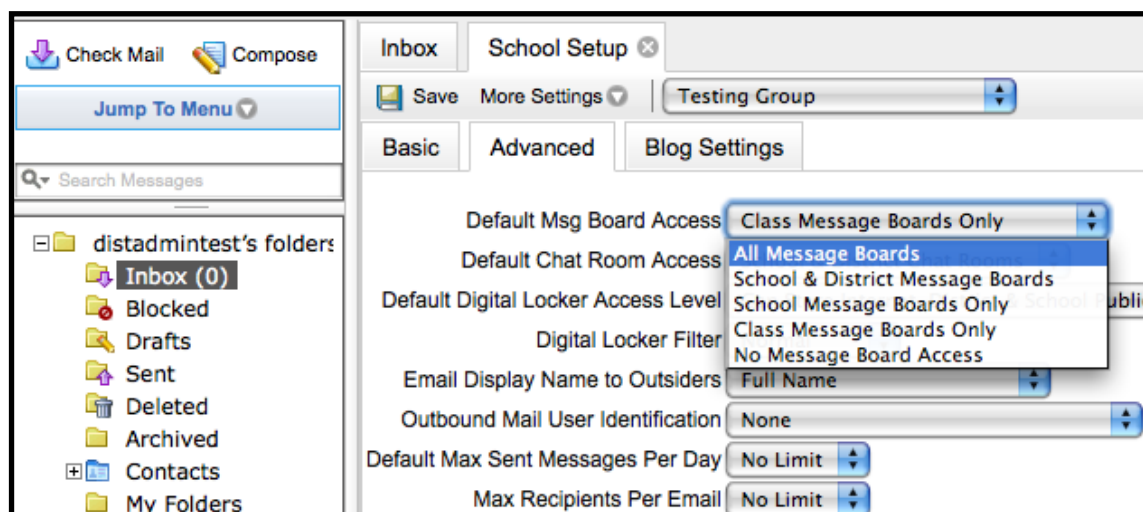
**All Message Boards** - Students can view and post to boards in three categories: School, District, and Gaggle Wide.

**School & District Message Boards** - Students can only view and post to boards in the School and District Categories, as well as any Specified Users boards they are members of.

**School Message Boards Only** - Students can only view and post to boards in the School category, as well as any Specified Users boards they are members of.

**Class Message Boards Only** - Students can only view and post to boards created by their administrator.

**No Message Board Access** - Students does not even see the message board option in the Jump To menu.



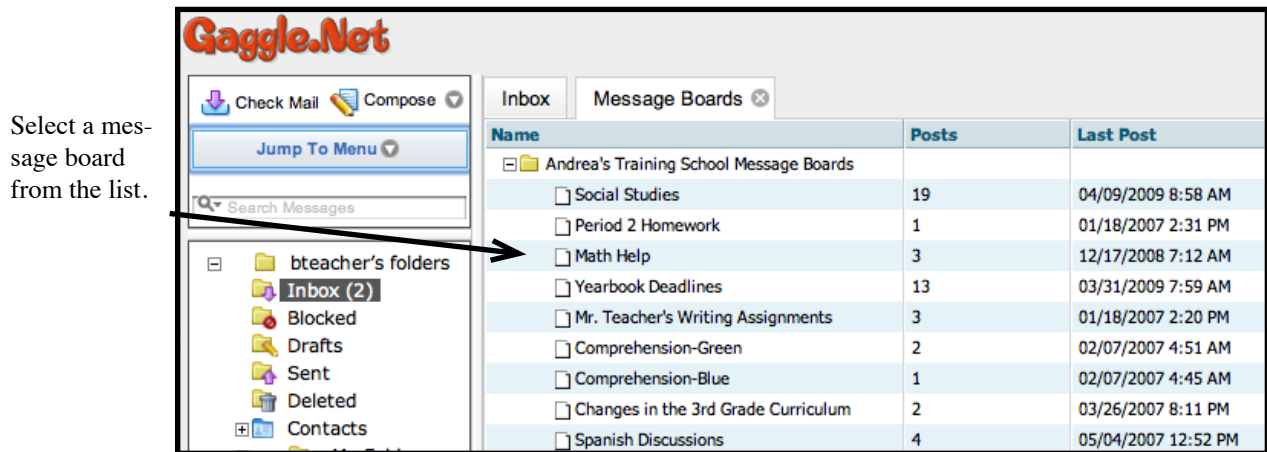


# Chapter 2 Message Boards

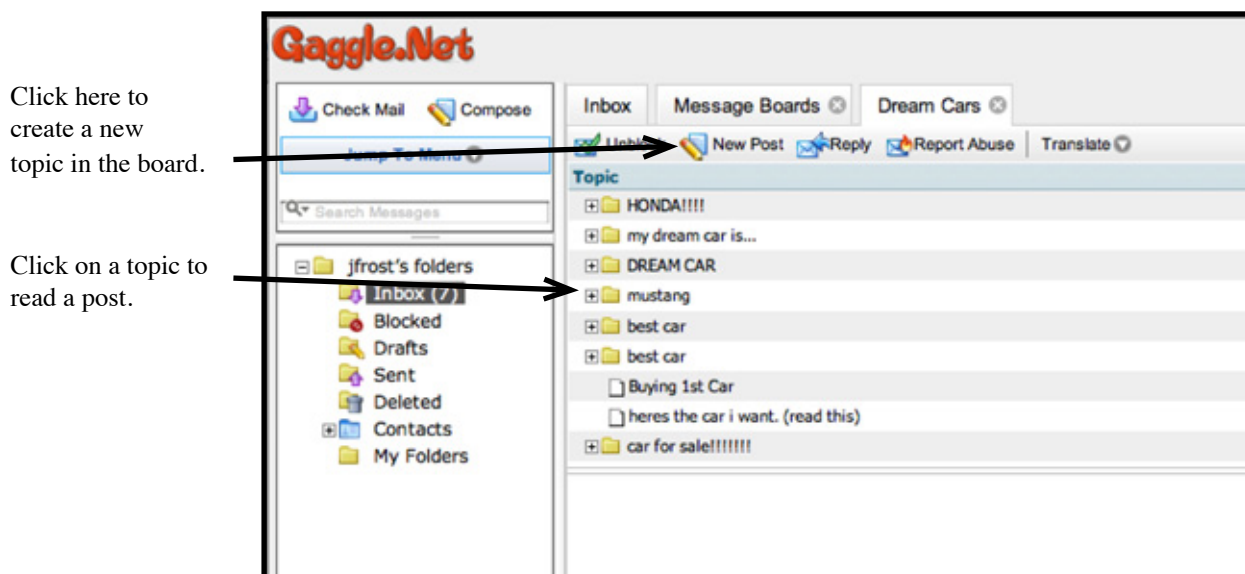
## Reading and Posting to Boards

Below are step-by-step instructions for reading and posting to the message boards:

1. Click the **Message Boards** link from the **Jump To** menu.
2. Choose a category, such as **Gaggle Wide Message Boards**.
3. Click on a message board from the list.

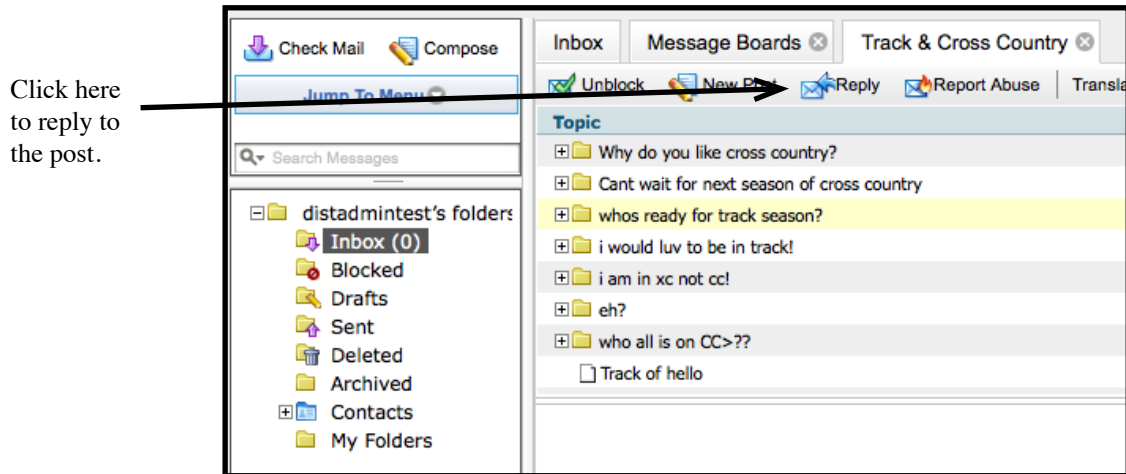


4. By default, the posts are organized by date with the most recent post at the top. Teachers and students can view the posts by topic, email address of the poster, date posted, and latest reply. Click on selected sub header to have the message board sorted by your preference.

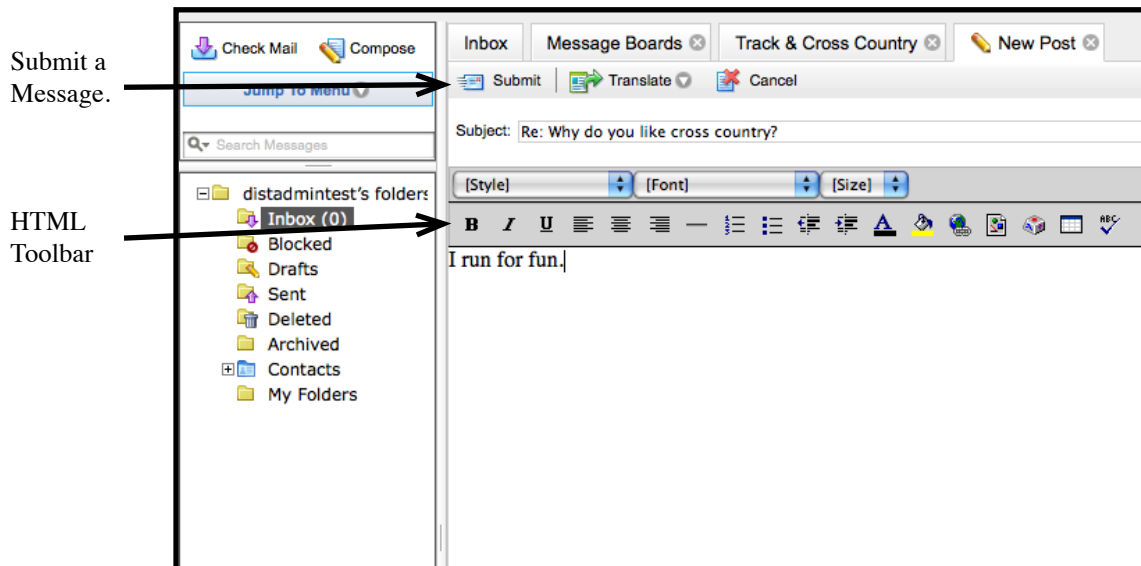


# Chapter 2 Message Boards

5. Double click one of the subjects to view the post. This screen will display the message board posts with topics listed as folders. Click the + sign to the left of the folder to view the threaded replies to that topic.
6. Click a specific post in the thread to display it in the reading pane.



7. Clicking the **Reply** button will bring up the reply form. Users can alter the subject and type their message. The HTML Tool Bar is available on each reply and allows users to post images, conduct a spell check, change the font, text color, etc. When finished, click the **Submit** button.



## Filtering of Message Board Posts

Each time a student makes a post to a message board, it gets compared against the school's Blocked Text List. If any rule from the Blocked Text List is violated, the post will not get added to the message board. The student will see a notification and an email with a copy of the offending post will be sent to both the administrator assigned to the student and the educator who owns the message board.

# Chapter 2 Message Boards

Each message board is assigned to a particular educator much like the students are assigned to an administrator. The message board owner is generally the educator who created the message board, but the boards can be reassigned to a different educator as needed.

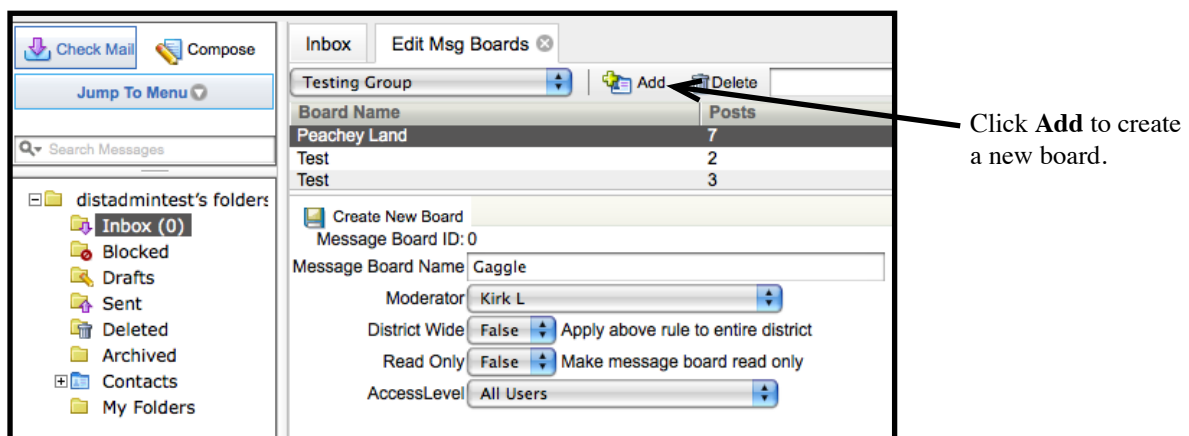
Each message board post is scanned for inappropriate words and phrases. If a post is blocked by the Gaggle filters, it is re-routed to the student's administrator for review. The blocked post is sent to the administrator as an email containing two links: one to unblock the post and one to delete it. Administrators can then delete the post or unblock it if it is appropriate.

If the student belongs to a different school than the owner of the message board, then the student's post will be compared against both sets of Blocked Text lists. For example, suppose a student makes a post to a Gaggle wide message board. The student's post will be compared against the school's Blocked Text List and the Blocked Text List for the Gaggle group.

## Creating Message Boards

Any user with School Teacher access level or higher can create message boards. The steps below describe how to create a message board:

1. Click on the **Jump To** menu, go to the **Student Admin** or **School Admin** menu and click on **Edit Message Boards**.
2. Click **Add** to create a new Message Board.
3. Click **OK** in the popup box.
4. Name the Message Board, select a Moderator, and select the Board type.
5. To make the Message Board District Wide or Read only, select **True**.




6. For the the Message Board to be accessible to a specific group, click on **Specified Users** from the Access Level drop down menu.
7. Click **Save** to activate the Message Board.
8. If Specified Users was selected, click on the new Message Board from the list to activate the Specified User List. Click on **Add Members** to select specific users.

9. Select specific users from the school list and click **Add**.

# Chapter 2 Message Boards

Pick Specified Users

Testing Group View (All Users)

☐ All  Add Selected Users

	User Name	FullName	Access Level	Admin
<input type="checkbox"/>	sraver	Sue Raver	Default	Shannon Sweeney
<input type="checkbox"/>	jraver	Jim Raver	Default	Shannon Sweeney
<input checked="" type="checkbox"/>	jreyes8	Jonny Reyes	Default	sa2 susan
<input checked="" type="checkbox"/>	lucy	Lucy Ricardo	Default	SM Susan
<input type="checkbox"/>	mgrobertson2007	matthew robertson	Student	sa2 susan
<input type="checkbox"/>	srobertson.rbhs	Seth Robertson	Default	sa2 susan
<input checked="" type="checkbox"/>	erodriguez14	Evelyn Rodriguez	Default	sa2 susan
<input type="checkbox"/>	drone	Derek Rone	Student	Heather Rone
<input type="checkbox"/>	srrone	Stealth Ryan Rone	Student	Heather Rone
<input type="checkbox"/>	bambam31	BamBam Rubble	School Master	sa2 susan
<input type="checkbox"/>	123sa	123 sa	School Administrator	Susan Kessler
<input type="checkbox"/>	bobs	bob sacamanno	Student	Alex Thompson
<input type="checkbox"/>	schoolmaster_test	Test School Master	School Master	sa2 susan
<input type="checkbox"/>	evas	Eva Shipilov	Student	Yury Krasicky
<input type="checkbox"/>	sarah123456	luke e skywalker	Default	sa2 susan
<input type="checkbox"/>	sloan_a	1 sloan	School Master	sa2 susan
<input type="checkbox"/>	iloveedward	Allie Sloan1	Default	sa2 susan
<input type="checkbox"/>	alliemoke	Allie Sloan1	Default	sa2 susan

Click **Add Selected Users** to add specified users.

## Deleting Posts

School Administrator level and higher can delete any post from the message boards set up in a school. Users with Teacher level access can delete posts from the message boards for which they are listed as the owner. Posts can be deleted by highlighting the post title in the list and clicking the **Delete** link in the top tool bar. Student users cannot delete message board posts.

# Chapter 3 Digital Locker

## Introduction

The Digital Locker is an online file storage system for each user, similar to a network drive. Users can store files on the Gaggle servers and can access them from anywhere there is an internet connection. For example, students can upload a word document at school and download the file at home to finish as homework. There is no need for jump drives and the risk of viruses is greatly reduced. All files are checked for viruses when they are uploaded and again before they are downloaded from the servers.

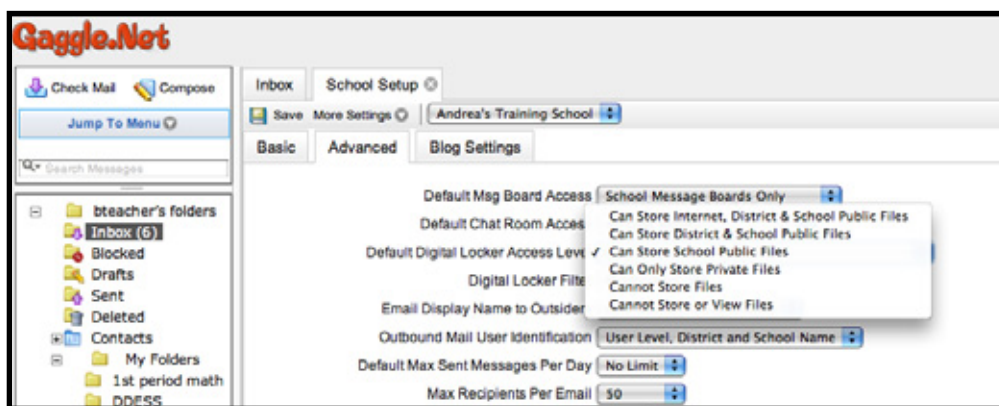
The Digital Lockers are also a great way for teachers to store class notes, permission slips, and school information or function as an online homework portfolio. Teachers can store files in their locker and email their students with the location of the file. Students can then either email the file back to their teacher or upload the file to their own Digital Locker.

## Digital Locker Access Levels

Like all features on Gaggle, the educators are in control of the accessibility of files to others. Teachers can restrict students' ability to upload and view files stored on the network. The default for the Digital Locker Access Level can be set on the School Setup page or on a user-by-user basis. While teachers can restrict students, we see very little downside to allowing full Digital Locker access.

The controls for the Digital Locker Access Levels can be found under the **Advanced** tab on the School Setup page, the **Advanced** tab on the User List page, and the **Advanced** tab for an individual user.

The Digital Locker Access Level determines what options users have to choose from for each file they store. The following is a description of each of the Digital Locker Access Levels:



**Can Store Internet, District, and School Public Files** – Users can store private files, files that can be accessed by other school and district users and non-Gaggle users. (Students' Digital Lockers are not accessible to non-Gaggle users. This setting is in conjunction with Profile Pages.)

**Can Store District and School Public files** – Users can store private files and files that can be accessed by other school and district users.

**Can Store School Public Files** – Users can store private files and files that can be accessed only by other school users.

# Chapter 3 Digital Locker

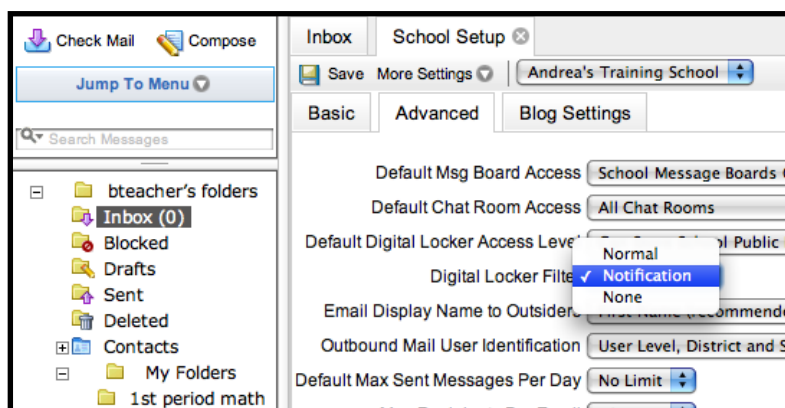
**Can Only Store Private Files** – Users can only store private files which are not accessible to anyone else.

**Cannot Store Files** – Users cannot store any files in their locker, but they can view other users' public files.

**Cannot Store or View Files** – Users cannot store any files nor can they view other users' public files. The Digital Locker link does not appear in the Jump To menu.

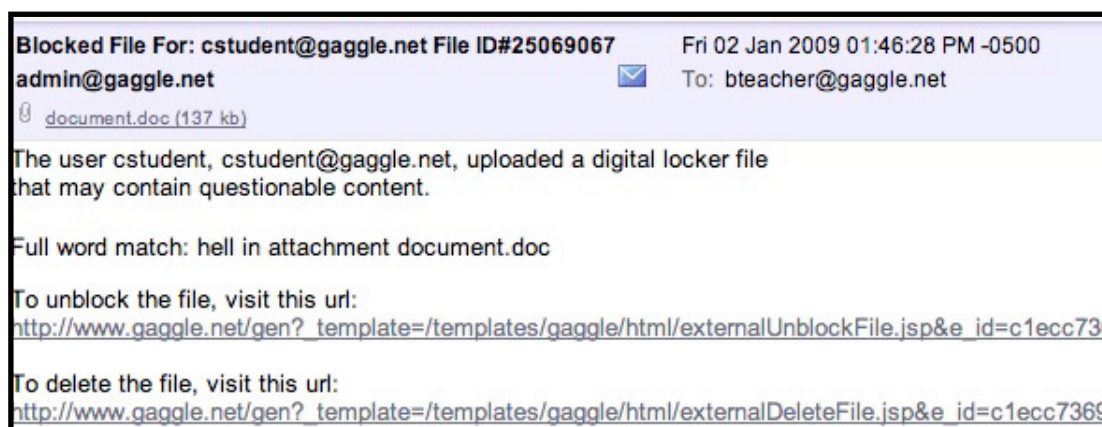
## Digital Locker Filter

The Digital Locker Filter allows a school and/or district to choose how to handle potentially inappropriate locker files. Normal blocking requires an administrator to release the file is one option. We recommend our Notification setting to reduce frustration for both students and teachers, as it will allow immediate access to the file, but still scan it and send the administrator a notice if it has questionable content. For example, a student is working on a paper for health class and the paper is on muscles and joints. The word “joint” is on one of Gaggle’s blocked word lists and could therefore potentially be blocked from uploading to the Digital Locker. Instead of having the file automatically blocked, a school or district can choose to have the Gaggle Administrator for that student receive notification in their Inbox. The notification will explain the potential blocked reason and a copy of the file as an attachment. If the file is indeed inappropriate, the Gaggle Administrator can delete the file from the student’s locker.



There are three options to the Digital Locker Filter:

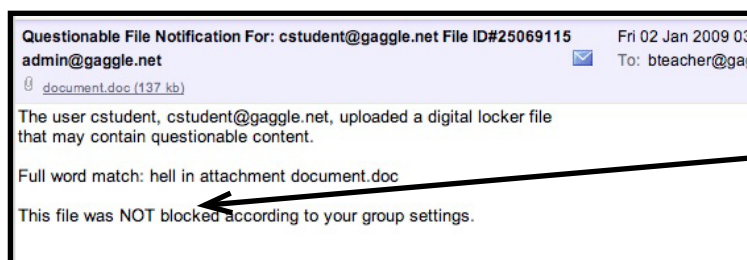
**Normal** – Uploaded files will be blocked if caught by one of Gaggle’s filters and a notification email will be sent to the student’s Gaggle Administrator to review the file. Notifications are sent to the administrator’s Inbox. A link will be provided to unblock or delete the file and the student will not have access to the file unless it is unblocked.





# Chapter 3 Digital Locker

**Notification** – Uploaded files that are caught by Gaggle’s filters will still be uploaded into the student’s digital locker. A notification email will be sent to the student’s Gaggle administrator notifying them that there is a file with questionable content that needs to be reviewed. If the file is allowed, the email notice can be deleted as the file is already accessible to the student. If the file is inappropriate, the administrator can access the file and delete it.



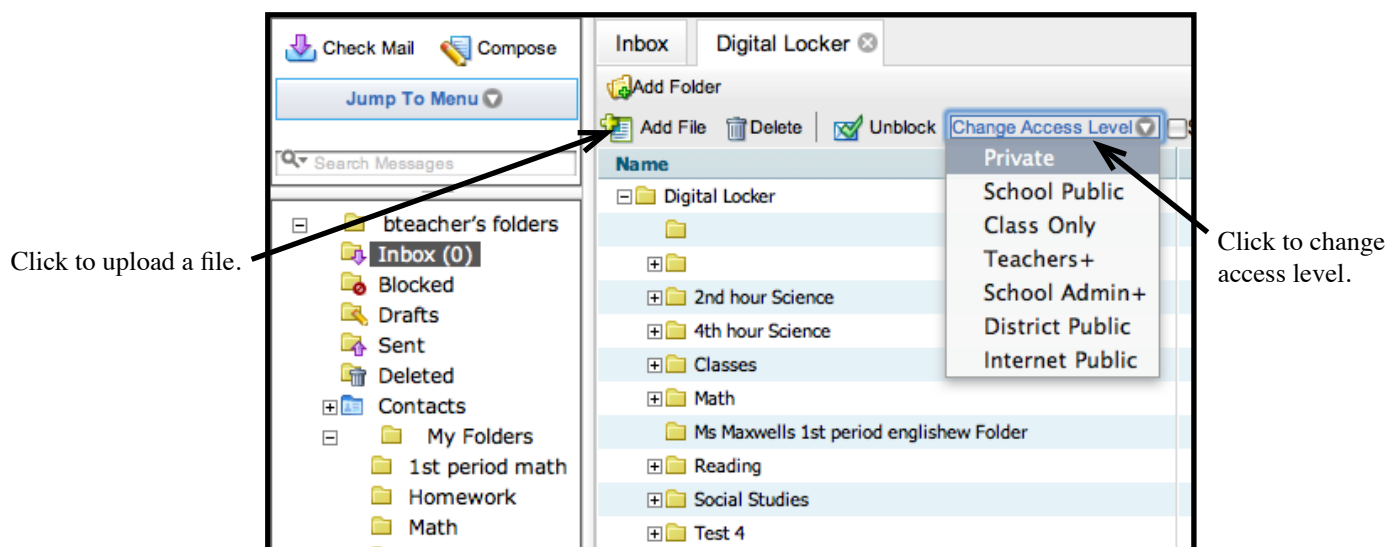
File was not blocked.

**None** – All files will be allowed to upload to the Digital Locker **without** filtering.

## Uploading and Downloading Files

To access the Digital Locker, click the **Digital Locker** link from the **Jump To** menu. The screen below will appear. The following steps describe how to upload a file to the Digital Locker.

1. Clicking **Add File** will bring up a browse window. Double click on the desired file to upload the file into the Digital Locker.
2. Files will automatically be uploaded with an access level of **Private**. To change the file access, click on an uploaded file and then select the **Change Access Level** button. From the drop down menu select the new access level for the file. A user may also change the access level by clicking on the uploaded file and using the mouse to left click under the **Access** column. A drop down menu will appear for selection.
3. Users may also organize their files by adding folders. To create a file folder, click on **Add Folder** and type in the name of the new folder. When finished, click enter. To add files into the folder, drag and drop files into the folder using the mouse.



# Chapter 3 Digital Locker

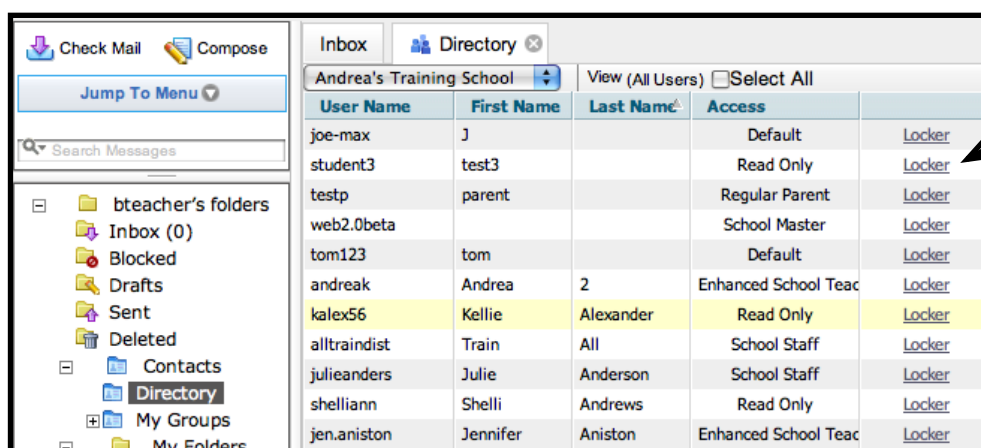
The file access levels determine whether or not a file is visible to other users on the system.\*

<b>Private</b>	No other members of the school can see the file.
<b>School Public</b>	All members of the school can see the file.
<b>Class Only</b>	Only members assigned to the same administrator can see the file.
<b>Teachers Plus</b>	Only users with an access level of School Teacher or higher can see the file.
<b>School Admin Plus</b>	Only users with an access level of School Administrator or higher can see the file.
<b>District Public</b>	Users at schools within the same district can see the file.
<b>Internet Public</b>	Non-Gaggle users can view the file from the user's Profile Page. (See Chapter 7 for more information on Profile Pages.)

\*Educators can view all files for any user with an access level below their own. For example, a School Administrator can view all files of a School Teacher.

To download a file from the list, double click on the name of the file.

Users can download files from another user's Digital Locker by clicking the **Directory** folder located under **Contacts** on the left side toolbar. Once in the Directory, click the **Locker** link next to a user's name to see available files in the locker.



Andrea's Training School				
Inbox		Directory		
View (All Users)		Select All		
User Name	First Name	Last Name	Access	
joe-max	J		Default	<a href="#">Locker</a>
student3	test3		Read Only	<a href="#">Locker</a>
testp	parent		Regular Parent	<a href="#">Locker</a>
web2.0beta			School Master	<a href="#">Locker</a>
tom123	tom		Default	<a href="#">Locker</a>
andreak	Andrea	2	Enhanced School Teac	<a href="#">Locker</a>
kalex56	Kellie	Alexander	Read Only	<a href="#">Locker</a>
alltraindist	Train	All	School Staff	<a href="#">Locker</a>
julieanders	Julie	Anderson	School Staff	<a href="#">Locker</a>
shellian	Shelli	Andrews	Read Only	<a href="#">Locker</a>
jen.aniston	Jennifer	Aniston	Enhanced School Teac	<a href="#">Locker</a>

Access another users locker by clicking the locker link.

Every user's locker is accessible by all other users at the school. Only files marked as School Public or higher will be viewable by users other than the owner of the locker. For example, if a student clicks on the **Locker** link for a teacher, the student will only see files in the teacher's digital locker that are marked School Public or higher.

If a user's access level is School Teacher or higher, the student lockers can be accessed from the User List. A locker link is clickable for each user in the list. The Locker is also accessible on the **More Settings** menu at the top of an individual user's data page.

## Deleting Files from the Locker

As a safety feature on Gaggle, students cannot actually delete files from the Digital Locker. Students can only mark files for deletion. Files marked for deletion will no longer appear in the file list when students view their locker. Users at the School Teacher access level and higher will continue to see the deleted files in the file list for 30 days.

Deleted files can be undeleted by teachers. To permanently remove a file from the system, delete the file a second time.



# Chapter 4 Profile Pages

## Introduction

Gaggle's Profile Pages make it simple to create and maintain web pages for everyone in the district. The entire school community can easily find basic information, such as school addresses and phone numbers, staff names and contact information, important files, personal information, and more in one place!

The pages are automatically created for every school or district with a Gaggle account. Schools can choose who should have permission to view teacher and student pages.

Key features include:

- Customizable pages for the district, schools, staff members, and students
- "Instant homepages" for teachers and students
- Easy set up and administration - set up a page in less than five minutes
- The ability to restrict who can see each type of page
- Automatically share files from Gaggle Digital Lockers
- Post a custom image or icon on every page
- Find and collaborate with other Gaggle schools and classrooms from all over the world
- Seamless integration with Gaggle email accounts - you never need to login to Profile Pages

## Getting the Most from Gaggle Profile Pages

Here are just a few ideas to help teachers and students get the most from the Profile Pages:

- Send an email to all students and teachers announcing Profile Pages and ask them to customize their pages.
- Conduct a short demo at the next staff meeting and brainstorm ways teachers and students could use the pages to improve communication, work more efficiently, and improve academic results.
- Find Gaggle schools in other parts of the country/world and contact them about being key pals. Since every one is a Gaggle user, the email will be safe.
- Show small groups of students how to customize their pages and ask them how they will use it.
- Show teachers how to post files to their Digital Locker and share the files with parents via their Profile Page.
- Try keeping the profile pages as unrestricted as possible - the more people that see the pages, the more useful they become.

## Privacy, Safety, and Security

Like all Gaggle features, safety and security are an important part of Profile Pages. While we hope that every school and district will share their pages with the rest of the Gaggle community, we give all School Administrators the power to determine the level of security that is right for their school.

Default security settings:

- District, school, and staff pages are viewable by the public.
- Student pages are viewable only by Gaggle users in the same district.
- Images are turned ON for all pages.

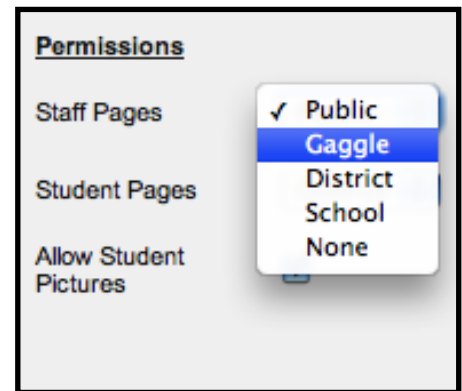
# Chapter 4 Profile Pages

Custom security permissions can be set for staff and student profile pages. Permissions set at the school level trickle down to all staff and student pages in that school. The default setting for school and district pages are always set to "Public," because the information on these pages is in the public domain.

To adjust the security permissions, click the **School Profile** link located in the **More Settings** dropdown.

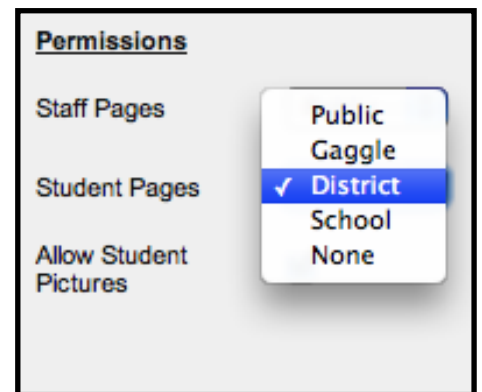
To set specific restrictions on Staff Pages, adjust the Permissions menu at the bottom of the School Edit Page. This menu sets permissions for ALL Staff Pages in the school. We recommend keeping it set to "Public" so parents, staff, and students without Gaggle accounts can see the pages.

<b>Public</b>	All public internet users can view Staff Pages.
<b>Gaggle</b>	Only Gaggle users can view Staff Pages, including users from other schools.
<b>District</b>	Only Gaggle users from the same district can view Staff Pages.
<b>School</b>	Only Gaggle users from the same school can view Staff Pages.

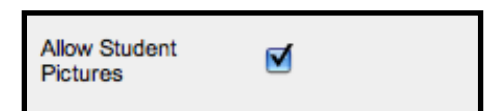


To restrict access to Student Pages, adjust the Permissions menu at the bottom of the School Edit Page. This menu sets permissions for ALL Student Pages in the school. We recommend keeping it set to **School** or **District** so staff and students can see the pages.

<b>Public</b>	All public internet users can view Student Pages.
<b>Gaggle</b>	Only Gaggle users can view Student Pages, including users from other schools.
<b>District</b>	Only Gaggle users from the same district can view Student Pages.
<b>School</b>	Only Gaggle users from the same school can view Student Pages.
<b>None</b>	No one can view the Student Pages; the featured is disabled.



Users at the School Administrator access level and higher also have the ability to allow or disallow pictures on Student Pages. By unchecking this box, students will not have the option of placing an image on their page.



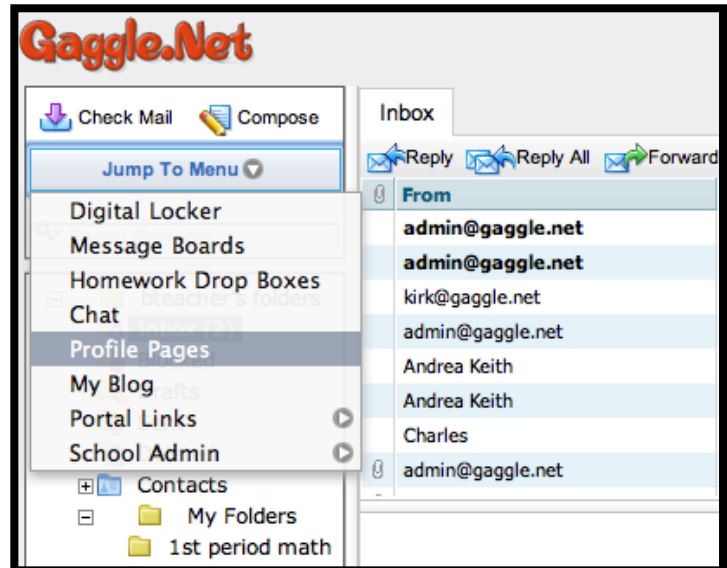
# Chapter 4 Profile Pages

## Getting to Profile Pages

To access Gaggle's Profile Pages, select **Profile Pages** from the **Jump To** menu.

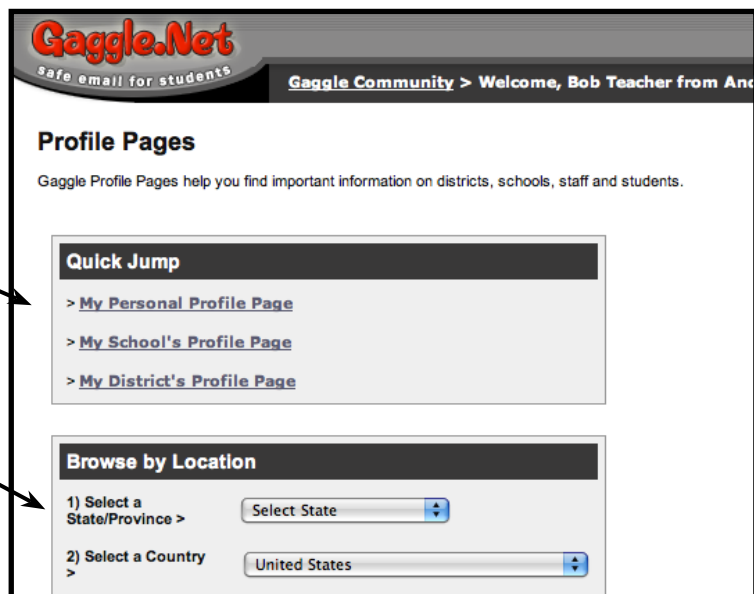
The initial Profile Pages screen opens in a new window on top of the main Gaggle email window. Here you can find information on districts, schools, teachers, and students that belong to the Gaggle community.

Close or minimize the Profile Pages window to see the Gaggle email window below it.



Using these links, a users can quickly jump to their personal page, school's page, or district's page.

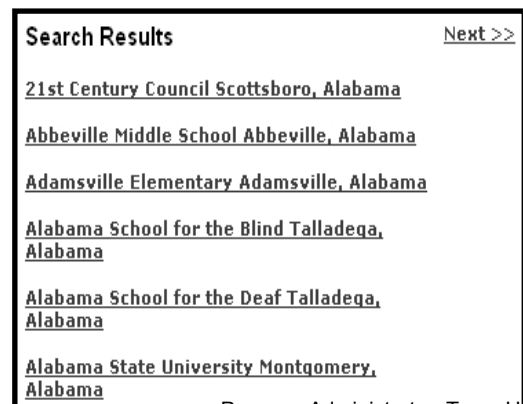
To find Profile Pages for other schools, select a country and state from the drop down menus.



By default, Gaggle shows all the schools in the state or province in alphabetical order by the school name.

50 schools are listed per page. Click the **Next** button to browse through the next set of 50.

Select a school by clicking on its name.

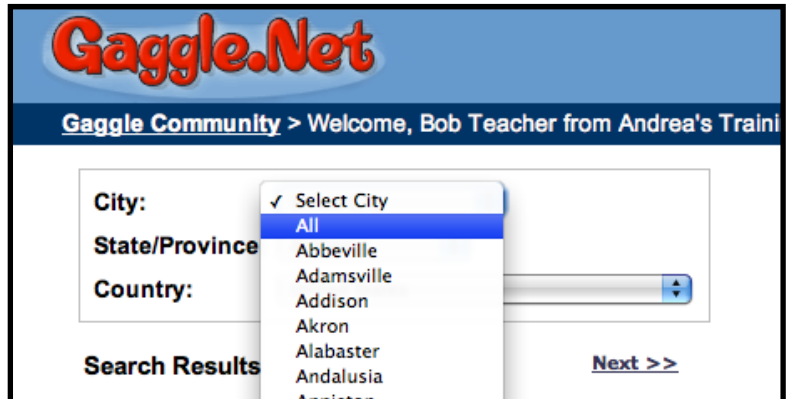


# Chapter 4 Profile Pages

Narrow the search by selecting a city from the drop down menu.

NOTE: Profile pages do not currently have a simple web address (URL). You can bookmark or "cut and paste" a profile page URL for later use.

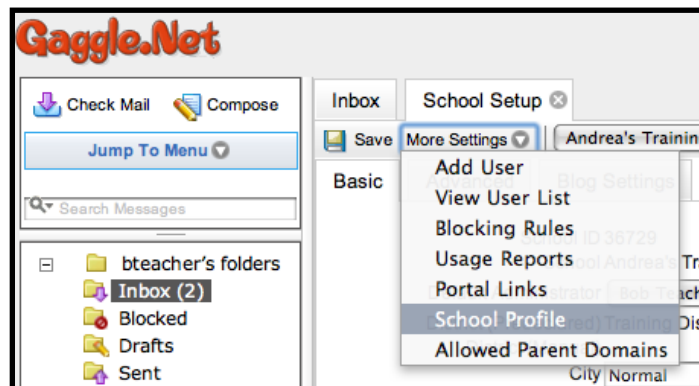
When viewing a district, school, staff, or student page, use the menu links at the top of the screen to navigate through profile pages in the Gaggle community.



## School Pages

School pages provide basic information on a school and list all staff and student pages associated with the school.

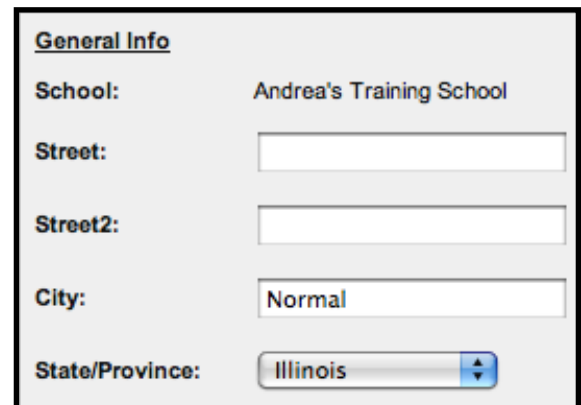
A school page is automatically generated for all Gaggle schools. All school pages are viewable by the entire Gaggle community AND the general public, unless a School Administrator chooses to hide the school from view (see below).



A user with a School Administrator or School Master access level can make changes to the school page by selecting **School Profile** from the **More Settings** dropdown on the **School Setup** page.

Use the fields on the Edit School Profile page to list important information about the school. Bolded fields are important topics that we highly encourage a school to complete. Click **Save** at the bottom of the screen to save the changes.

If a school does not plan on using the school Profile Page or wants to hide it from view, leave the state field empty. Remember, hiding the school profile page means that outsiders cannot browse the school page.



# Chapter 4 Profile Pages

A school can place its own image on the school page - a picture of the school, the school mascot, or the school logo are a few examples. Follow these steps:

1. Use an image editing program to re-size the picture so it is exactly 80 pixels by 80 pixels.
2. On the Edit School Profile page, there is a section titled Layout Options. The option to insert or change the picture on the school's profile page is located under this section.
3. Click **Browse** to find the image.
4. From the window, find and select the picture file. Then click **Open**.
5. Double check that the image field now has the full path to the file. If so, the new file will be uploaded when **Save** is clicked at the bottom of the page.

## Staff Pages

Staff pages provide basic information on a staff member within the school. They are an efficient, secure way for staff members to share information about themselves with students, parents, and colleagues.

A staff page is automatically generated for all staff members with a Gaggle account. By default, all staff pages are viewable by the entire Gaggle community AND the general public, but you can change the permission settings by going to the Edit School Profile page.

Staff members can make changes to their own page by logging into Gaggle with their unique user name and password, browsing to their profile page, and clicking the **Edit Personal Profile**. School Administrators and School Masters can also edit the pages of any user below their own access level.

Staff members can use the fields on the Edit Staff Profile page to list important information about themselves. All fields are optional. Bolded fields are important topics that we highly encourage users to complete. Click **Save** at the bottom of the page to save any changes.

Users can place their own image on the Profile page - a picture of themselves, their favorite vacation spot, or anything else. Follow these steps to add a picture to a profile page.

1. Use an image editing program to re-size the picture so it is exactly 80 pixels by 80 pixels.
2. On the Edit page, there is a section entitled Layout Options. The option to insert an image is under this section.
3. Click the **Browse** button to find the image.
4. From the window, find and select the picture file. Then click **Open**.
5. Double check that the image field now has the full path to the file. If so, the new file will be uploaded when **Save** is clicked at the bottom of the page.

School Administrators and School Masters have the option to turn this picture feature ON or OFF. If the box is checked, the picture will be visible on the profile page.

Users can have up to five websites linked from their page. Users must have both a "Label" and a "Link" (web address) for the link to show up on the page. Web addresses do not need "http://," but it works just fine if it is included.

Each staff page can display one free-form text message and one basic list of information. Our default labels are just suggestions. Users can share whatever information they want. Uncheck the boxes to hide various items on the page.

# Chapter 4 Profile Pages

## Student Pages

Student pages provide basic information on a student within the school. They are a fun and safe way for students to share information about themselves with their friends and teachers.

A student page is automatically generated for all students with a Gaggle account. By default, all student pages are viewable only by Gaggle users in the same school. A School Administrator can change the permission settings at any time by going to the **Edit School Profile** page.

Students can make changes to their own page by logging in to Gaggle with their unique user name and password, browsing to their profile page, and clicking **Edit**. School Masters and School Administrators can also edit the profile pages of their students.

Students can use the fields on the Edit Student Profile page to share important information about themselves. Students control everything on the page, so all fields are optional. Bolded fields are important topics that we highly encourage users to complete. Click **Save** at the bottom of the page to save any changes.

Students can place an image on their page - a picture of themselves, a cartoon character, their favorite pet, or anything else. Follow the steps on page 90 under the Staff Pages section.

School Administrators and School Masters have the option to turn this picture feature ON or OFF. If the box is checked, the picture will be visible on the profile page.

Students can have up to five websites linked from their page. Users must have both a "Label" and a "Link" (web address) for the link to show up on the page. Web addresses do not need "http://," but it works just fine if it is included.

Each student page can display one free-form text message and two lists of information. Our default labels are just suggestions. Students can share whatever information they want. Uncheck the boxes to hide these on the page. Teachers should educate their students about the importance of never posting any information that could be harmful to themselves or others.

### Filtering of Content

All text entered by students is scanned for offensive words and phrases. Any attempt to save offensive text to a profile page will result in a warning and an email notification will be sent to the administrator of the student. In addition, all uploaded images are checked by Gaggle's Anti-Pornography Scanner.

## District Pages

District Pages provide basic information about a school district and list all of the schools and their corresponding Profile Pages. A district page is automatically generated for all school districts with more than one Gaggle school. All district pages are viewable by the entire Gaggle community AND the general public.

Any user with a District Administrator access level or higher can edit the information by going to the Edit District Profile page. All of the options on the Edit District Profile page are very similar to the options on the Edit School Profile page.

# Chapter 5 Blogs

## Introduction and Project Ideas

Gaggle Blogs are a safe blogging solution to help protect students from the dangers associated with typical blogging sites. They provide a safe place where students can share their thoughts, ideas, and creativity. A blog, in its simplest form, is an online journal.

Gaggle Blogs are safer than other blogging sites because the teachers are in control. Teachers can decide if access to the student blogs is restricted to just within the class, school or district, or opened to the outside world. Teachers can restrict who can comment on the blogs, hide full names and email addresses, prevent pictures, and more.

Students are not the only people who will benefit from Gaggle Blogs. Educators all over the country are finding new and innovative ways to incorporate this emerging technology into their classrooms and daily curriculum. The following are some of the project ideas we have seen from other teachers.

### Free Journaling/Creative Writing

Teachers can use blogs as free journals for students by requiring them to create daily or weekly journal entries. This activity helps students learn how to properly convey their thoughts in writing. This also provides a good outlet for young authors to share their creative writings and poetry.

### Writing Prompts

Blogs can be used as a place for students to submit responses to writing prompts given to them by their teachers. For instance, this is a great way for English and Literature teachers to have their students post responses to different stories and books they are reading in class. Since the students can read each other's responses, they can easily read their classmates thoughts on the responses and learn from one another's feedback. Writing prompts can help the students better prepare for class discussions.

### Literature Reviews

Students can use their blogs to post their literature reviews or book reports. Using blogs for book reports puts a new twist on this traditional assignment. Blogs can help promote literacy among students by allowing them to recommend and review books for their peers.

### Current Event Log

Students can post a weekly blog entry on a current event from their local community, the country, or the world. They can write a short paragraph about the event and post a related picture in their blog. This activity helps students develop their writing and reading comprehension skills and increases their knowledge of current events.

### E-Portfolio

An e-portfolio is an online archive of a student's work. This is a great way for students to keep a record of all of their papers, research projects, and other assignments throughout their school career. High school students can use e-portfolios to submit college applications online.

### Message Board

Blogs can be used as another type of message board. Since students have the ability to post comments to other students' blog entries, a blog can become an elaborate online discussion with many different participants.

### Research Findings

Students and teachers can share interesting research findings and statistics on their blogs. These research findings and statistics can be used to help educate others or for collaboration with other classmates on group projects and assignments.

# Chapter 5 Blogs

With Gaggle Blogs, the possibilities are endless. Teachers can integrate the tools their students are already using at home in the classroom.

## Blog Filtering

In addition to the teacher controls, Gaggle is the first web site to provide powerful tools for filtering blogs. Each blog entry is scanned against a blacklist of inappropriate words and phrases, and all graphic files are processed through Gaggle's Anti-Pornography Scanner. The APS filter even scans URLs to block web sites that contain pornographic content.

If a blog entry is blocked by the Gaggle filters, the entry is re-routed to the student's administrator for review before it can be posted. The blocked entry will be sent to the administrator as an email. The email will contain two links: one to unblock the entry and one to delete it. Administrators can then determine if the entry should be allowed and unblock it, or they can delete the entry.

## Blog Settings

As with all Gaggle features, safety and security are an important part of the blogs. While we hope every school and district will allow their users to share their blogs with the rest of the Gaggle community, we give each school and district the power to determine the level of security that is appropriate for them.

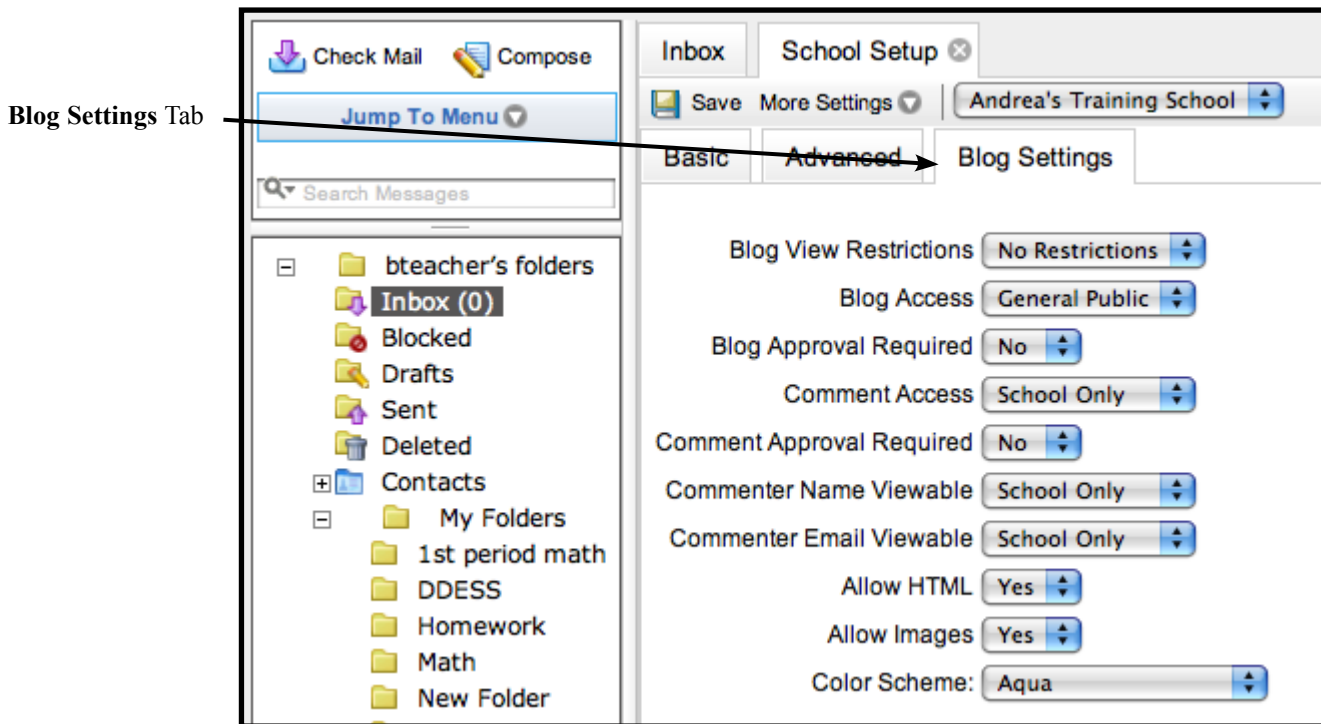
Users with School Administrator access level and higher can access the Blog Settings from the School Setup page by clicking on the **Blog Settings** tab.

The following is a list of the different blog settings that can be altered by a school. (See page 95 for a more detailed description of these settings.)

<b>Blog View Restrictions</b>	Determines students' access to other blogs.
<b>Blog Access</b>	Controls who can create/view students' blogs.
<b>General Public Password Required</b>	Determines if a password is required to view General Public blogs.
<b>Blog Approval Required</b>	Determines if all blog entries must be approved by an administrator before posting.
<b>Comment Access</b>	Determines who is allowed to make comments to students' blogs.
<b>Comment Approval Required</b>	Determines if all comments must be approved by an administrator before posting.
<b>Commenter Name Viewable</b>	Determines if the name of the person making comments to a blog will be viewable, and if so, by whom.
<b>Commenter Email Viewable</b>	Determines if the email address of the person making comments to a blog will be viewable, and if so, by whom.
<b>Allow HTML</b>	Determines if blogs can be written with large fonts and colored text.
<b>Allow Images</b>	Determines if blogs can contain images (requires HTML to be allowed).
<b>Color Scheme</b>	Controls the default color scheme for the blogs.



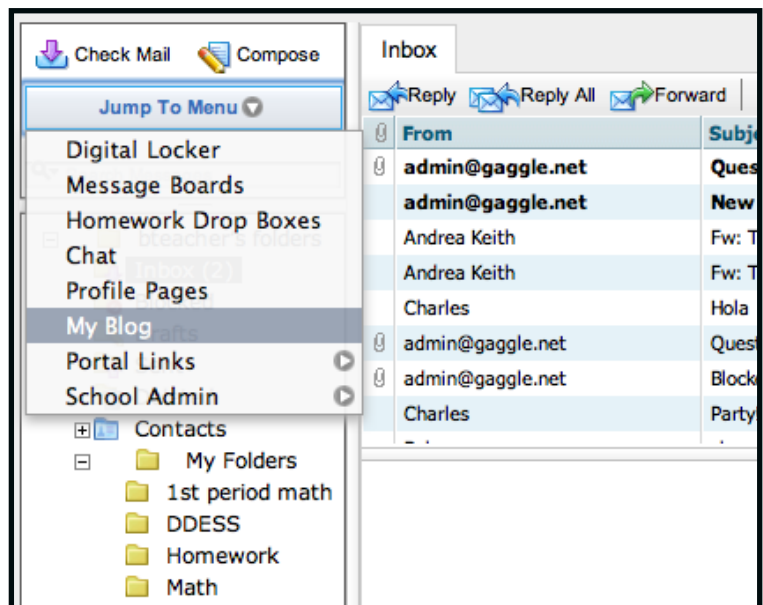
# Chapter 5 Blogs



## Getting Started

To access Gaggle Blogs, select **My Blog** from the **Jump To Menu**. The Gaggle Blog screen will open in a new window. Users can close or minimize the Gaggle Blog window to see the Gaggle email window below it.

Users will automatically be prompted to select a name for their Gaggle Blog before they can create any blog entries. A link is provided that will take users to their blog controls to create a name for their blog. Once a name is chosen for the blog, click **Update**, and users will be prompted to create their first blog entry.



Click this link to  
select a blog name.

# Chapter 5 Blogs

## Creating a Blog Entry

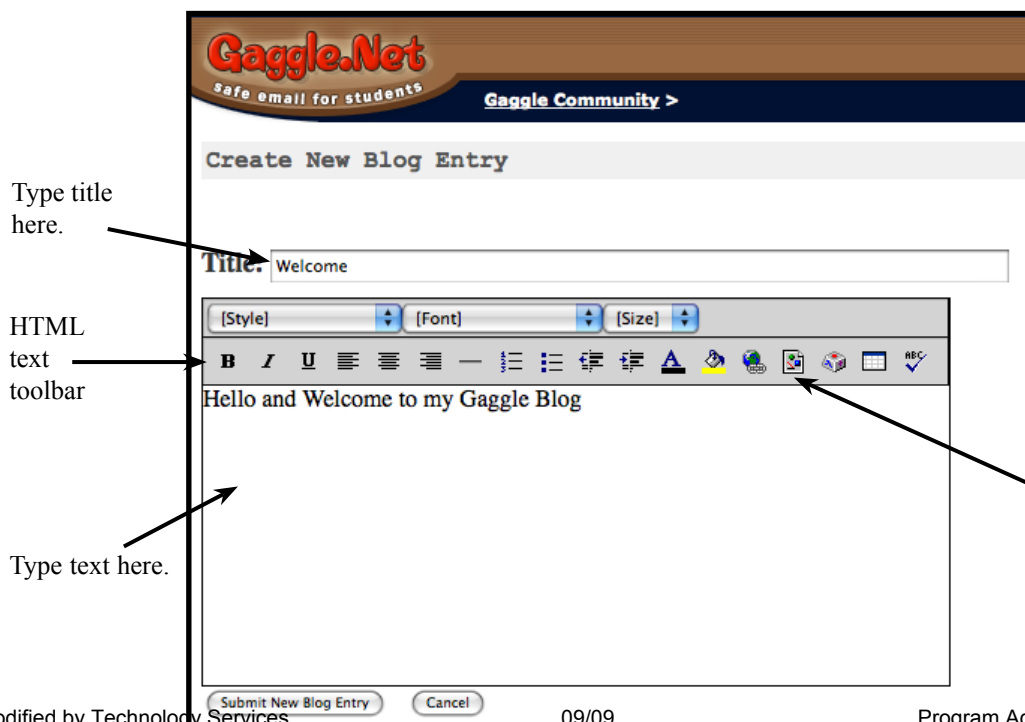
It is very simple for users to create new entries in their Gaggle Blog. The following steps will demonstrate how to create a new blog entry.

1. From the **Jump To** menu, select **My Blog**.
2. Click **Create New Blog Entry** at the top of the main blog page.



Click here to create a new entry.

3. Select a title for the entry and type it in the "Title" box provided.
4. Type the desired text in the box provided. If HTML is allowed, users can change the style, font, size, and color of the text. Users can also make their text bold, italic, or underlined, and can create numbered and bulleted lists. (Macintosh users need either Safari 2.0 or the Firefox web browser to create HTML text.)
5. To insert a picture, click **Add Image** from the tool bar. If images are turned off, this button will not appear. Another window will open displaying the digital locker contents for that user, where he or she can select which picture file they wish to add.
6. When finished, click **Submit New Blog Entry** to post the blog entry.

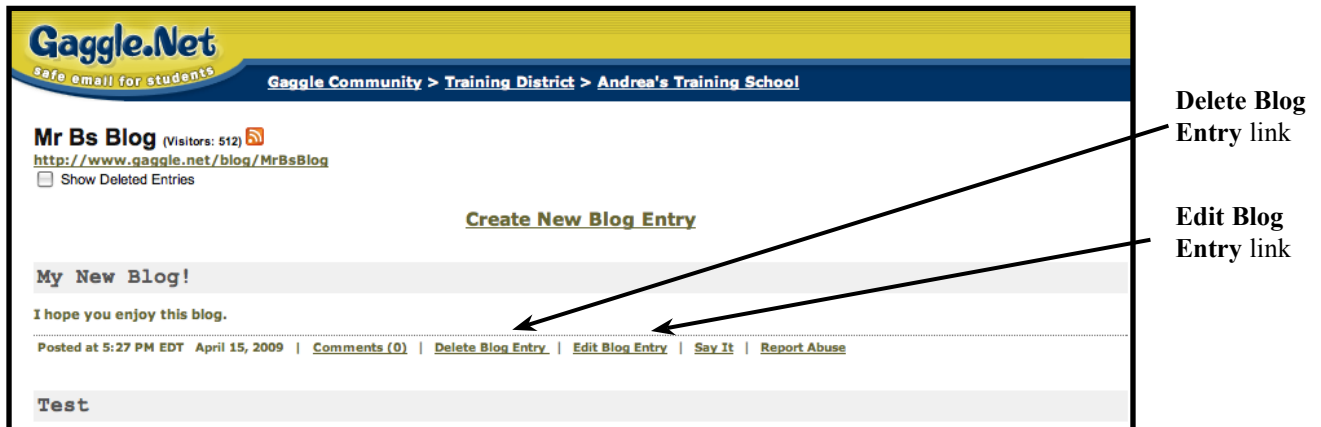


Add Image icon

# Chapter 5 Blogs

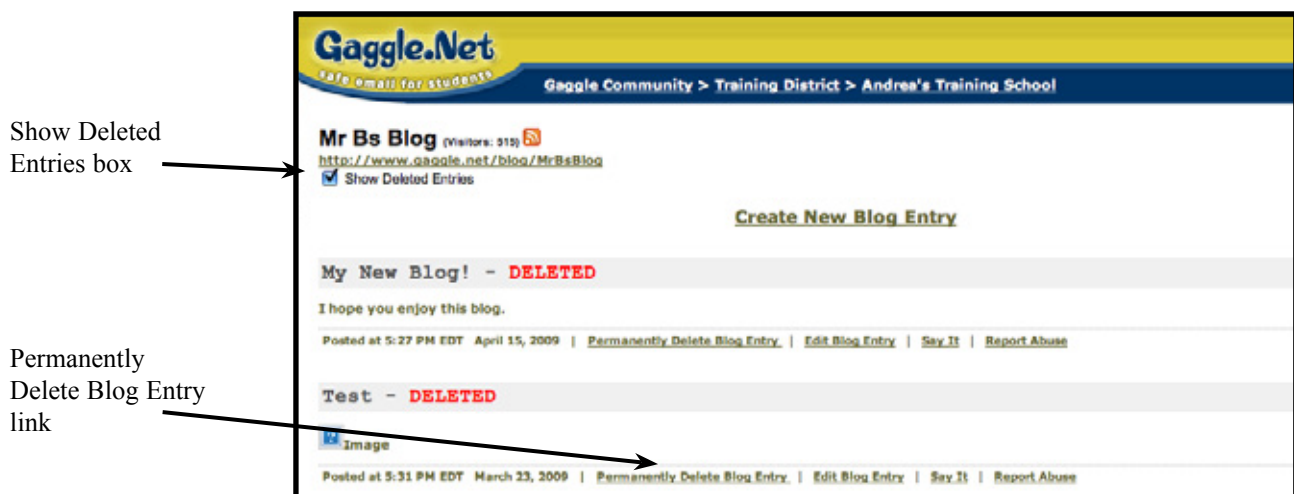
Once a blog entry is submitted, a user has the option of editing or deleting the blog entry. Below each blog entry are two different links: **Delete Blog Entry** and **Edit Blog Entry**.

If a user clicks **Edit Blog Entry**, the entry will open in the same text box where it was created. The user will be able to edit the entry and re-submit it by clicking **Update Blog** when finished. By clicking **Delete Blog Entry** link, the current blog entry will automatically be deleted.



Educators have the option of editing or deleting blog entries from their students' blogs as well. When an educator is viewing a student's blog, he or she will have the option to view all of the deleted entries. A deleted entry consists of any blog entry that was deleted or edited by the owner of the blog or the educator.

In order to view the deleted entries, an educator can put a check mark in the box labeled Show Deleted Entries underneath the blog name. Each deleted entry will show the original entry and will display the word **DELETED** next to the title. To hide the deleted entries, uncheck the box at the top. To permanently hide a deleted entry, click on **Permanently Delete Blog Entry**. These entries will no longer appear, even when the Show Deleted Entries box is checked.



# Chapter 5 Blogs

## Viewing Gaggle Blogs

Part of the enjoyment of creating a blog is being able to see what other people are writing about. Depending on a user's access level, users may be able to view blogs from everyone in their school, district, or Gaggle wide.

There are two different ways to view other users' blogs. The following are instructions for viewing other Gaggle Blogs within a user's school or district.

1. Open the **Contacts** folder and click on **Directory**.
2. Next to each person's name are three different links: Locker, Profile, and Blog. The Blog link will only be active if a user has created a blog and if the user logged into Gaggle has access to the person's blog.
3. Click on **Blog**, and the person's blog will open in a new window.

The screenshot shows the 'Directory' tab in the Gaggle interface. On the left is a sidebar with folders like 'bteacher's folders', 'Inbox (2)', 'Blocked', 'Drafts', 'Sent', 'Deleted', 'Contacts', 'Directory', 'My Groups', 'My Folders', and '1st period math'. The main area displays a table of users for 'Andrea's Training School'. The table has columns for 'User Name', 'First Name', 'Last Name', and 'Access'. Each row includes links for 'Locker', 'Profile', and 'Blog'. Annotations with arrows point to the 'Blog' links: 'Inactive Blog link' points to the 'Blog' link for 'testp', and 'Active Blog link' points to the 'Blog' link for 'tom123'.

User Name	First Name	Last Name	Access	Locker	Profile	Blog
joe-max	J		Default	<a href="#">Locker</a>	<a href="#">Profile</a>	<a href="#">Blog</a>
student3	test3		Read Only	<a href="#">Locker</a>	<a href="#">Profile</a>	<a href="#">Loading Dir...</a>
testp	parent		Regular Parent	<a href="#">Locker</a>	<a href="#">Profile</a>	<a href="#">Blog</a>
web2.0beta			School Master	<a href="#">Locker</a>	<a href="#">Profile</a>	<a href="#">Blog</a>
tom123	tom		Default	<a href="#">Locker</a>	<a href="#">Profile</a>	<a href="#">Blog</a>
andreak	Andrea	2	Enhanced School Te	<a href="#">Locker</a>	<a href="#">Profile</a>	<a href="#">Blog</a>
kalex56	Kellie	Alexander	Read Only	<a href="#">Locker</a>	<a href="#">Profile</a>	<a href="#">Blog</a>
alltraindist	Train	All	School Staff	<a href="#">Locker</a>	<a href="#">Profile</a>	<a href="#">Blog</a>
julieanders	Julie	Anderson	School Staff	<a href="#">Locker</a>	<a href="#">Profile</a>	<a href="#">Blog</a>
shellian	Shelli	Andrews	Read Only	<a href="#">Locker</a>	<a href="#">Profile</a>	<a href="#">Blog</a>
jen.aniston	Jennifer	Aniston	Enhanced School Te	<a href="#">Locker</a>	<a href="#">Profile</a>	<a href="#">Blog</a>
a.borsch	Allie	Borsch	Student	<a href="#">Locker</a>	<a href="#">Profile</a>	<a href="#">Blog</a>

Users can also search for Gaggle Blogs in the same way they can search for Profile Pages. From a user's personal blog page, click on the Gaggle Community link at the top of the screen and continue to follow the search instructions listed on page 88 of Chapter 7. After selecting a school, all of the blogs that have been created in that school group will appear in a list.

## Adding Blog Favorites

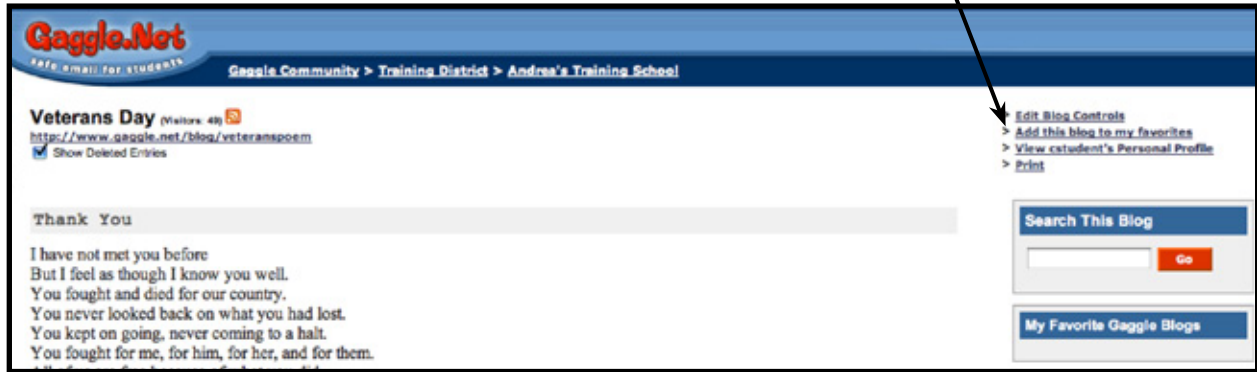
All users have a list titled "My Favorite Gaggle Blogs" on the right hand side of their personal blog page. This allows users to share some of their favorite blogs with others. While users are viewing other people's blogs, they have the option of adding a blog to their list of favorites. By adding a blog to the favorite list, a hyperlink will be created in the users "My Favorite Gaggle Blogs" list. Other people can then view that user's favorite blogs by clicking on the links.

# Chapter 5 Blogs

The following instructions explain how users can add a blog to their favorites.

1. When viewing another user's blog, click **Add this blog to my favorites** in the top right hand corner.

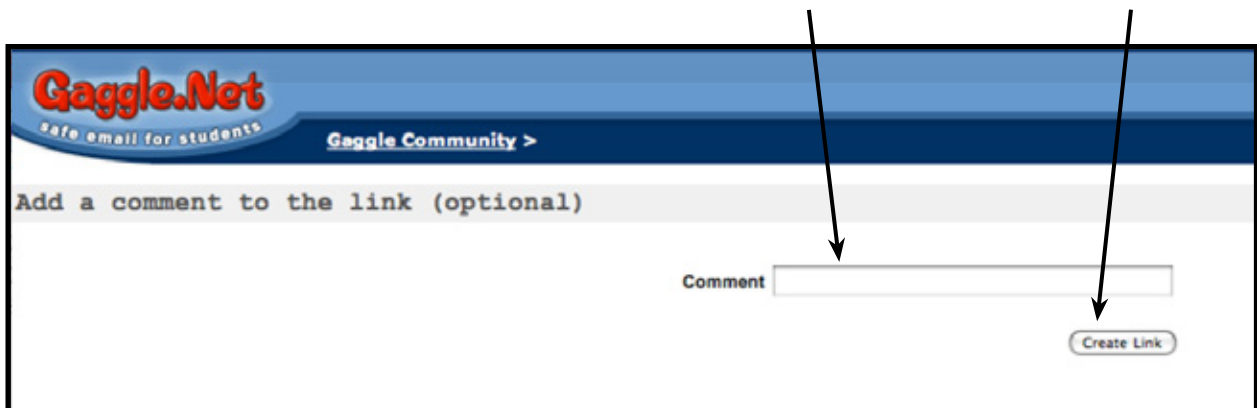
Click here to create a Favorites link.



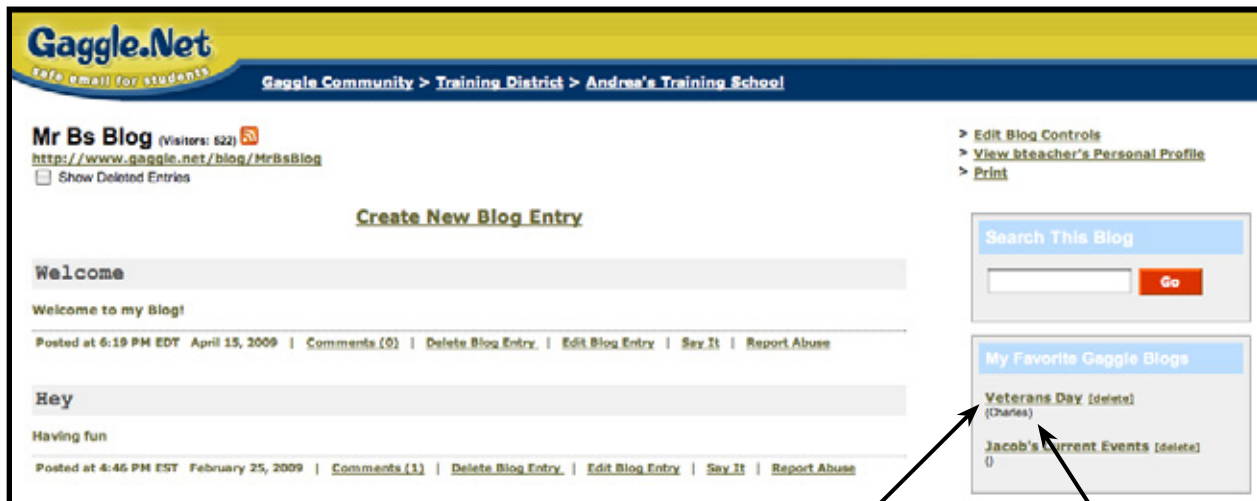
2. Users will be given the option to add a comment line to the blog favorite which will appear in parentheses below the link.

Type comment here.

Create Link



3. Click the **Create Link** when finished. The blog link and comment will be added to the user's list of favorite blogs



# Chapter 5 Blogs

## Blog Comments

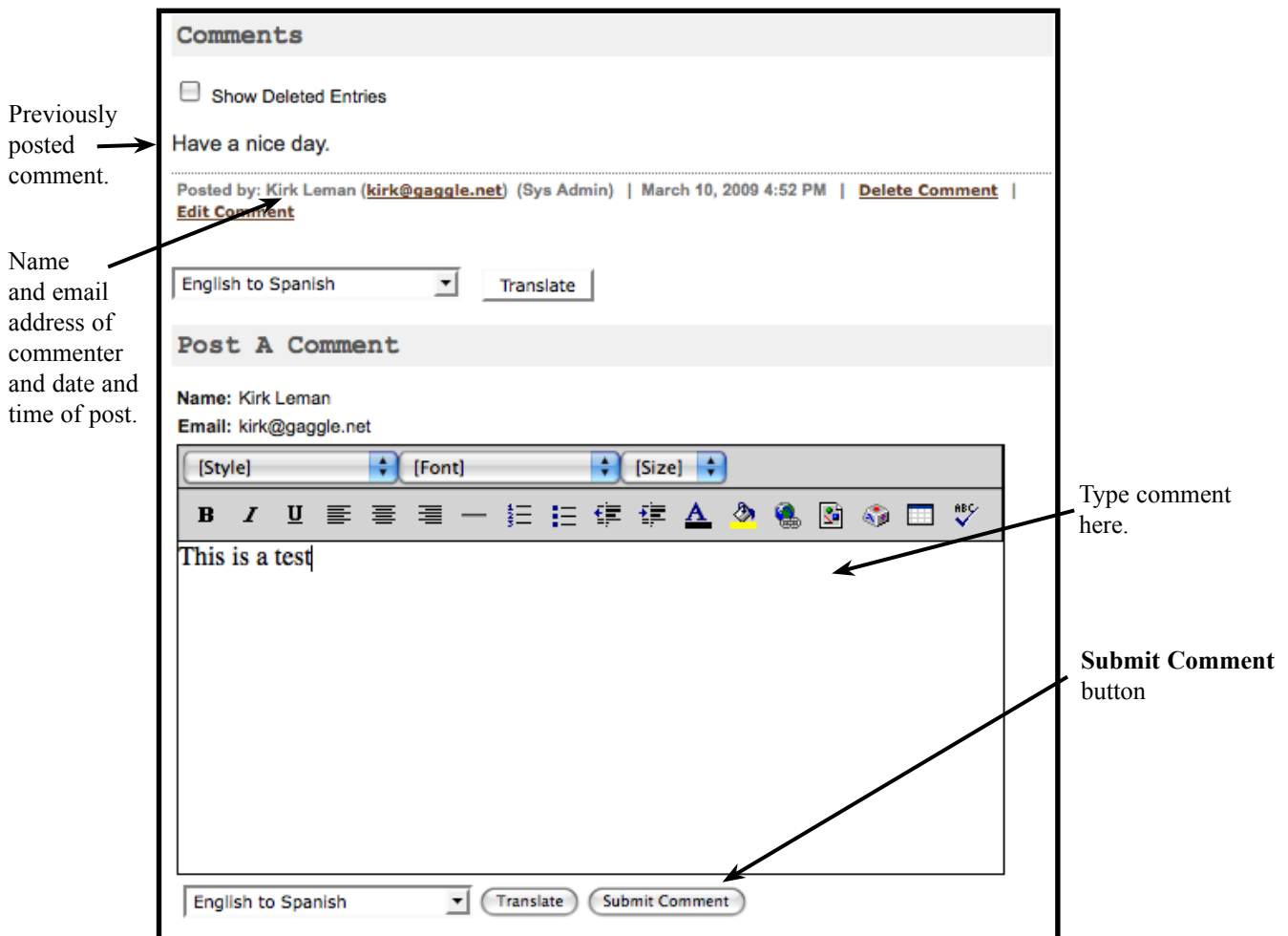
A **Comments** link with a number next to it in parentheses at the bottom of each blog entry indicates the number of comments posted to that blog entry.



Comments link

### Posting Comments to a Blog

To add a comment to a blog entry click on the **Comments** link. The comment box will open in a new window and the user will be able to see all of the previous comments posted. At the bottom, there will be a section to post a comment. The comment box has all of the same functions as the box for creating a blog entry. Click **Submit Comment** when finished, and the most recent comment will appear at the top of the screen.



Previously posted comment.

Name and email address of commenter and date and time of post.

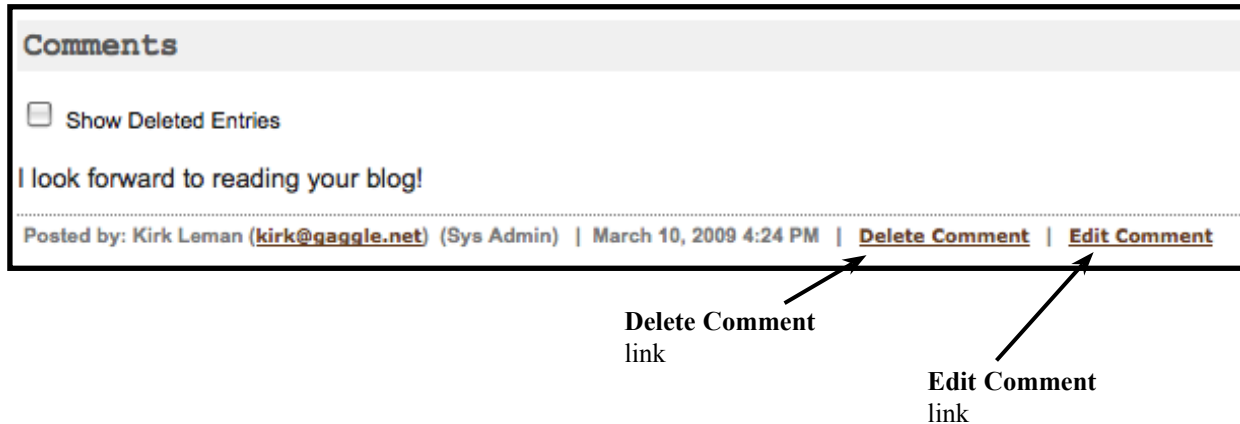
Type comment here.

Submit Comment button

# Chapter 5 Blogs

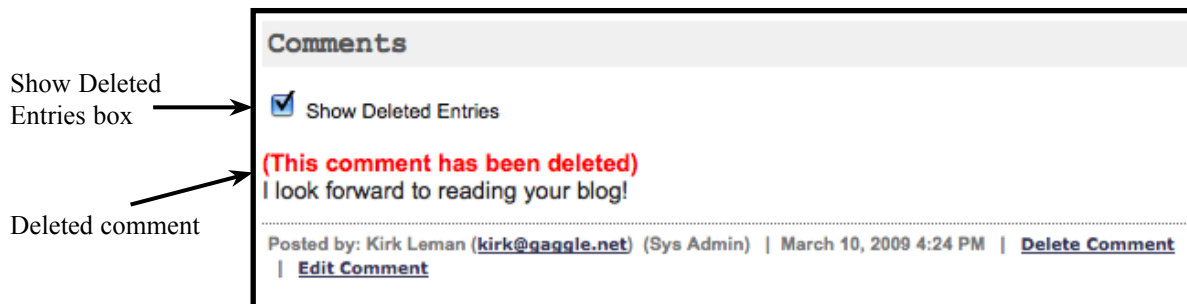
## Editing/Deleting Comments

Commenters have the option to edit or delete comments they have made to different blog entries. When commenters click **Comments**, they will be able to view all of the comments that have been made to the entry. Below the specific comment, there will be two different links: **Delete Comment** and **Edit Comment**.



The **Edit Comment** link will open the comment in a text box and allow the user to edit and re-submit the comment. By clicking the **Delete Comment** link, the comment will no longer be visible to other students.

Educators have the option of editing or deleting comments from their students' blog entries as well. When educators are viewing the comments on a student's blog, they will have the option to view all of the deleted comments. A deleted comment consists of any comment that was deleted or edited by the owner of the blog or the educator.



In order to view deleted comments, put a check mark in the box labeled **Show Deleted Entries** at the top of the screen. Each deleted comment will show what was originally written and will display the phrase "This comment has been deleted" in parentheses above the original comment. To hide the deleted entries, uncheck the box at the top.



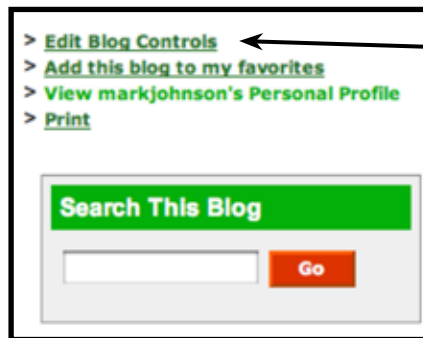
# Chapter 5 Blogs

## Deleting Blogs

Educators have the ability to delete a student blog at any time. By deleting a blog, all of the entries and comments will be lost.

The following instructions explain how to delete a student's blog from his or her blog page.

1. When viewing a student's blog, click **Edit Blog Controls** in the top right hand corner. This will display the student's specific blog settings.



Click this link to edit a student's blog controls.

2. At the bottom of the page, type "yes" in the text box and click the **Delete** button.

A screenshot of the 'Edit Blog Controls' page. The page shows various settings for a blog. At the top, it says 'User: Kirk Leman'. Below that, 'Blog Name: Captain Kirks Gaggle Blog', 'Blog URL ID: captain', and 'Blog URL: http://www.gaggle.net/blog/captain'. There is a 'Color Scheme' dropdown set to 'Brown' and a 'Preview Color Schemes' link. Below that is a 'View Blog' link. The 'Blog Access' section has a 'General/Public Password Required' dropdown set to 'Default' and a text box for 'General/Public Password'. There are several other dropdowns for 'Blog Approval Required', 'Comment Access', 'Comment Approval Required', 'Commenter Name Viewable', and 'Commenter Email Viewable'. At the bottom, there are 'Allow HTML' and 'Allow Images' dropdowns. At the very bottom, there is an 'Update' button and a 'Delete' button. A red arrow points to the 'Delete' button with the text 'Delete button'.



# Chapter 5 Blogs

## Turning off Blog Access

Educators have the ability to turn off the blog feature for their students. By turning off this feature, students will not be able to create their own blogs. Educators can turn off blogs for the entire school, a group of students, or on an individual basis.

### Turning off Blogs for Entire School

An educator can turn off the blog feature for an entire school from the Blog Settings tab on the School Setup page. Select **No Blogging** from the **Blog Access** menu to turn off the blog feature for the entire school. The My Blog link will be removed from the students' Jump To menus. Turning the blog feature off in this manner will only affect users whose Blog Access level is set to Default.

### Turning off Blogs for Select Students

An educator can turn off the blog feature for a group of students or an individual student via the User List page. The following instructions describe how to disable blogs from the User List page:

1. Click on the **Jump To** menu, scroll over **School Admin** or **Student Admin**, and click on the **User List** option.
2. Select an individual student or group of students from the list.
3. At the bottom of the page, click on the **Blog** tab.

The screenshot shows the 'User List' page for 'Andrea's Training School'. The left sidebar contains a 'Jump To Menu' and a list of folders including 'bteacher's folders', 'Inbox (2)', 'Blocked', 'Drafts', 'Sent', 'Deleted', 'Contacts', 'My Folders', '1st period math', 'DDESS', 'Homework', 'Math', 'New Folder', 'Region XI', 'Science', 'Social Studies', 'Testing', 'Writing', and 'test'. The main area displays a table of users with columns 'User Name', 'First Name', and 'Last Name'. The users listed are 'joe-max', 'student3', 'web2.0beta', and 'tom123'. Below the table are buttons for 'Save' and 'Add User'. At the bottom, there are tabs for 'Settings', 'Advanced', 'Blog', and 'Move to New School'. The 'Blog' tab is selected, showing various settings like 'Blog Access Level', 'Blog Approval Required', 'Comment Access Level', 'Comment Approval Required', 'Commenter Name Viewable', 'Commenter Email Viewable', 'Allow HTML', 'Allow Images', 'General/Public Password Required', 'General/Public Password', and 'Color Scheme'. Arrows point from the 'Save' button and the 'Blog' tab to labels outside the screenshot.

User Name	First Name	Last Name
joe-max	J	
student3	test3	
web2.0beta		
tom123	tom	

4. Select **No Blogging** under the **Blog Access** drop down menu.
5. Click **Save**.

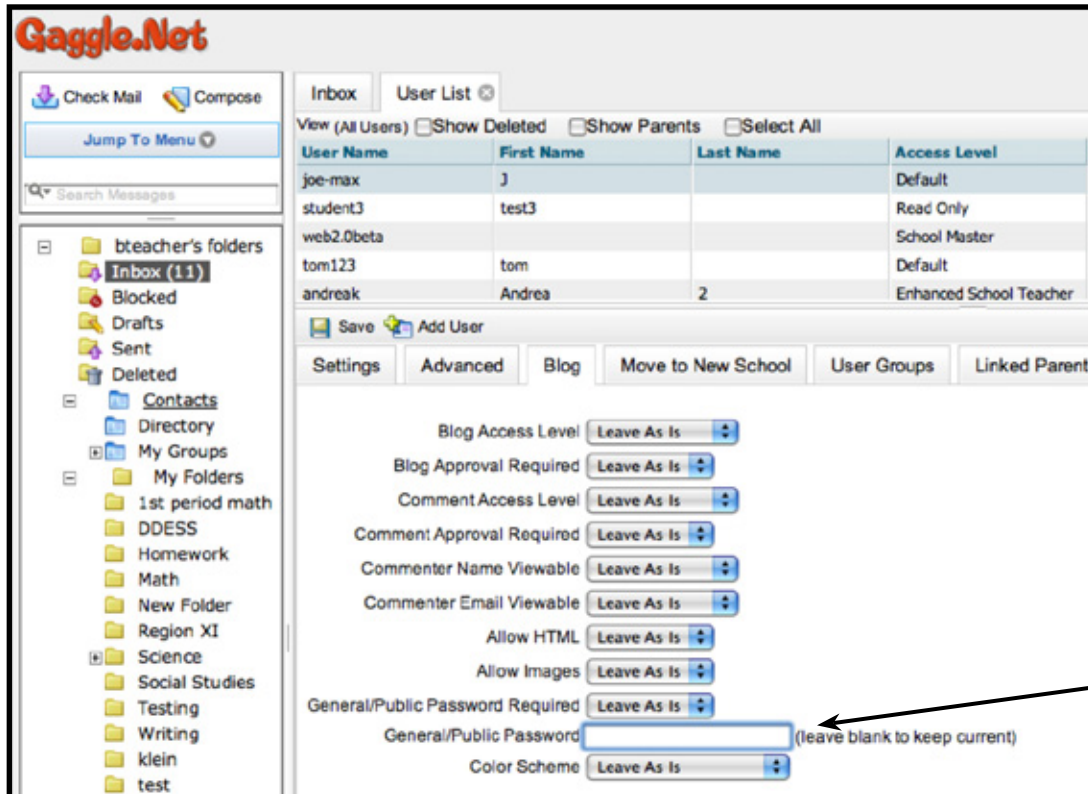
Other blog settings can be changed for individual students or groups of students in this same manner.

# Chapter 5 Blogs

## General Public Password Required

Educators have the option to password protect blogs that are available to the General Public. This setting will prompt non-Gaggle users to provide a password in order to view the blogs.

To password protect a General Public blog, select **Yes** in the **General Public Password Required** drop down menu. A text field labeled General Public Password will automatically appear. Type the desired password and click **Save**.



The screenshot shows the Gaggle.Net user interface. On the left is a sidebar with a folder tree including 'bteacher's folders', 'Inbox (11)', 'Blocked', 'Drafts', 'Sent', 'Deleted', 'Contacts', 'Directory', 'My Groups', 'My Folders', and various subject folders like '1st period math', 'DDESS', 'Homework', 'Math', 'New Folder', 'Region XI', 'Science', 'Social Studies', 'Testing', 'Writing', 'klein', and 'test'. The main area has tabs for 'Inbox', 'User List', 'Settings', 'Advanced', 'Blog', 'Move to New School', 'User Groups', and 'Linked Parents'. The 'User List' tab is active, showing a table of users with columns for 'User Name', 'First Name', 'Last Name', and 'Access Level'. Below the table are buttons for 'Save' and 'Add User'. The 'Settings' tab is selected, showing various configuration options with dropdown menus, all currently set to 'Leave As Is'. An arrow points to the 'General/Public Password' text field, which is currently empty, with the text 'Type password here.' next to it.

User Name	First Name	Last Name	Access Level
joe-max	J		Default
student3	test3		Read Only
web2.0beta			School Master
tom123	tom		Default
andreak	Andrea	2	Enhanced School Teacher

## Blog Approval Required

This setting allows educators to decide if they want to view all student blog entries before they are posted. When this feature is turned on, all blog entries will be sent as an email to the educator's Inbox. The educator can decide to unblock or delete the blog entry by clicking on the links provided in the email.

If an educator is viewing a student's blog and there are entries waiting for approval, he or she will have the option to unblock the entry while viewing the blog. The entries waiting approval will have the word "BLOCKED" next to the title and there will be links to unblock, delete, or edit the blog entry highlighted in red. To unblock an entry, click **Unblock Blog**.



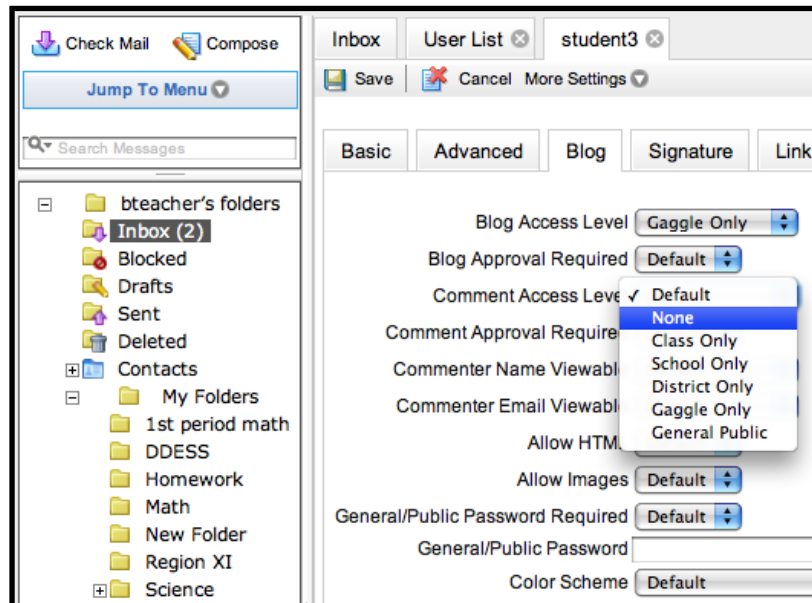
The screenshot shows a student blog titled 'Liz1's Blog'. There is a checkbox for 'Show Deleted Entries' which is checked. The blog entry is dated 'May 17, 2006' and is marked as 'BLOCKED'. The content of the entry is 'Hello and welcome to my Gaggle Blog!'. At the bottom of the entry, there are three links: 'Unblock Blog', 'Delete Blog Entry', and 'Edit Blog Entry'. An arrow points to the 'Unblock Blog' link.

# Chapter 5 Blogs

## Comment Access

This access level allows educators to decide who can make comments to the blogs.

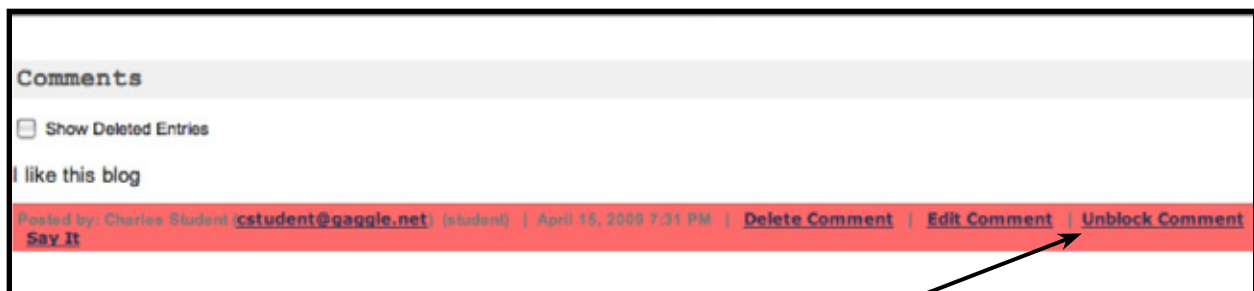
<b>None</b>	No comments will be allowed on the blogs.
<b>Class Only</b>	Only users with the same administrator can make comments to the blogs.
<b>School Only</b>	Only users from the same school can make comments to the blogs.
<b>District Only</b>	Only users from the same district can make comments to the blogs.
<b>Gaggle Only</b>	Only Gaggle users can make comments to the blogs.
<b>General Public</b>	Anyone, including non-Gaggle users, can make comments to the blogs.



## Comment Approval Required

This setting allows educators to decide if they want to view all comments to the student blogs before they are posted. When this feature is turned on, all comments will be sent as an email to the educator's Inbox. The educator can decide to unblock or delete the comment by clicking on the links provided in the email.

If an educator is viewing the comments on a student's blog and there are comments waiting for approval, he or she will have the option to unblock the comments while they are viewing the blog. The comments waiting approval will have the links to unblock, delete, or edit the comments highlighted in red, below the text. To unblock a comment, click on the **Unblock Comment** link provided.



Unblock Comment link

# Chapter 5 Blogs

## Commenter Name and Commenter Email Viewable

Educators have the ability to control if the names and email addresses of the people posting comments to the blogs will be viewable. These are two separate menus on the Blog Setup page, but the access levels are exactly the same for both menus.

<b>None</b>	No names or email addresses will be viewable.
<b>Class Only</b>	The names and email addresses are viewable only to members who have the same administrator.
<b>School Only</b>	The names and email addresses are viewable only to members of the same school.
<b>District Only</b>	The names and email addresses are viewable only to members of the same district.
<b>Gaggle Only</b>	The names and email addresses are viewable only by Gaggle users.

The screenshot shows the 'Blog Setup' page for a user named 'student3'. The 'Blog' tab is selected. The 'Commenter Name Viewable' dropdown menu is open, showing options: Default (selected), None, Class Only, School Only, District Only, Gaggle Only, and General Public. Other settings visible include: Blog Access Level (Gaggle Only), Blog Approval Required (Default), Comment Access Level (Default), Comment Approval Required (Default), Allow HTML (unchecked), Allow Images (unchecked), General/Public Password Required (unchecked), General/Public Password (empty field), and Color Scheme (Default).

## Allow HTML

By allowing HTML, students will be able to make changes to their text, such as the font, font color, background color, and underlining. To allow HTML in the blogs, check the box provided and click **Save**.

## Allow Images

This feature determines whether or not students will be allowed to post pictures in their blogs. To allow pictures in the blogs, check the box provided and click **Save**. In order for students to post pictures to their blogs, the HTML feature must also be enabled.

Allowing images also allows users to put files such as Word documents, audio files, and mp3s into their blog. Using this feature, the blog can be used as a podcasting repository.

## Color Scheme

This feature determines which interface color scheme will be used for the student's blog. Users can change their color scheme after they create their blog.

# Chapter 5 Blogs


## Other Features

Gaggle Blogs have other convenient features for users who are viewing and searching blogs.

### Search

A search box is located on each user's blog. Blog entries can be searched for specific phrases, such as algebra, ballet, or football. To perform a search, type a keyword or phrase into the text box provided and click the red **Go** button. Any blog entries that contain the word or phrase will appear at the top of the screen. In order to return to the full blog list, click the clear search link in the search box.

The screenshot shows a Gaggle.Net blog page for 'Veterans Day' (Visitors: 57) with the URL <http://www.gaggle.net/blog/veteranspoem>. The page includes a search box labeled 'Search This Blog' with the text 'country' entered, a red 'Go' button, and a '[clear search]' link. A calendar for April 2009 is displayed, with the 15th highlighted. Annotations with arrows point to these features: 'Type keyword or phrase here.' points to the search input box; 'Go button' points to the red 'Go' button; 'clear search link' points to the '[clear search]' link; and 'Blog entry was created on this day.' points to the 15th on the calendar.

**Veterans Day** (Visitors: 57)   
<http://www.gaggle.net/blog/veteranspoem>

[Create New Blog Entry](#)

current filter: country [\[clear filter\]](#)

**Thank You**

I have not met you before  
But I feel as though I know you well.  
You fought and died for our **country**.  
You never looked back on what you had lost.  
You kept on going, never coming to a halt.  
You fought for me, for him, for her, and for them.  
All of us are free because of what you did.  
I cannot thank you enough for what has become of this.  
You were hurt, lonely, and killed for me.  
This makes me feel greedy,  
For I am here and you are not  
I am enjoying the freedom that you gave to me,  
But you will not be here to share it.  
I am sitting in my warm home,  
As you were out fighting to your death.  
This isn't a holiday of joy,  
But of thanking you for what you have done for me and my **country**  
You gave me freedom to roam from sea to shining sea.  
This brings a smile to my face.  
But will you ever know how much you are appreciated?

[> Edit Blog Controls](#)  
[> View cstudent's Personal Profile](#)  
[> Print](#)

**Search This Blog**

country [Go](#) [\[clear search\]](#)

**My Favorite Gaggle Blogs**

**April 2009**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### Calendar

A calendar is provided with each blog to help people quickly search for specific blog entries by date. A hyper-link is created for each day a blog entry was made. Viewers can click on a specific day and the blog will automatically jump to the entry for that day.

# Chapter 5 Blogs

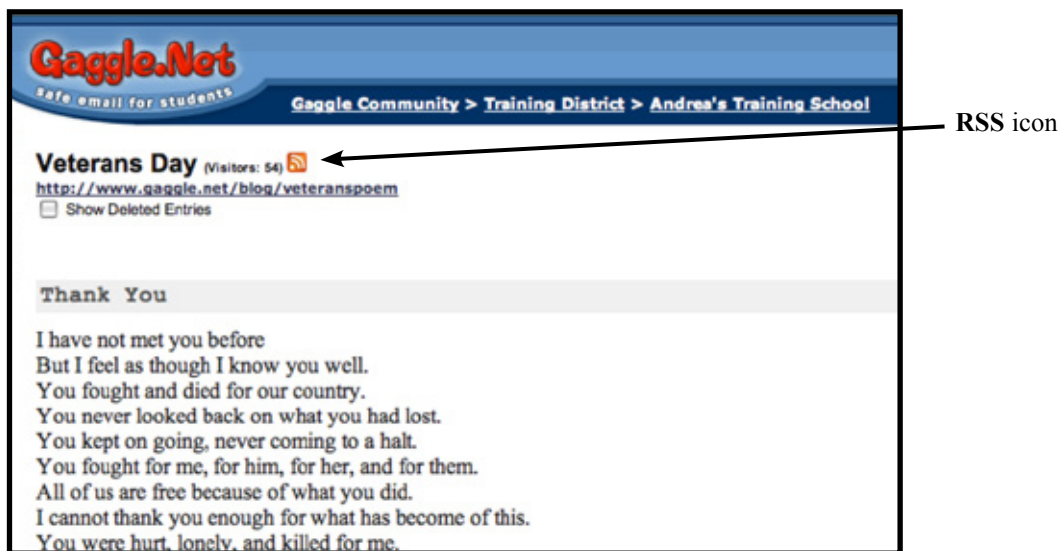
## RSS Feeds

Users have the option to subscribe to Gaggle Blogs using RSS feeds. An RSS feed is a means of subscribing to content instead of browsing web pages. In other words, it allows a user to receive automatic updates to blogs and websites where the content is constantly changing. To subscribe to a blog via RSS, a user will need an RSS News Reader program. Internet Explorer and Mozilla FireFox have an RSS Reader built in and there are several specialized RSS Readers such as SharpReader, NetNewsWire, AmphetaDesk and Radio UserLand.

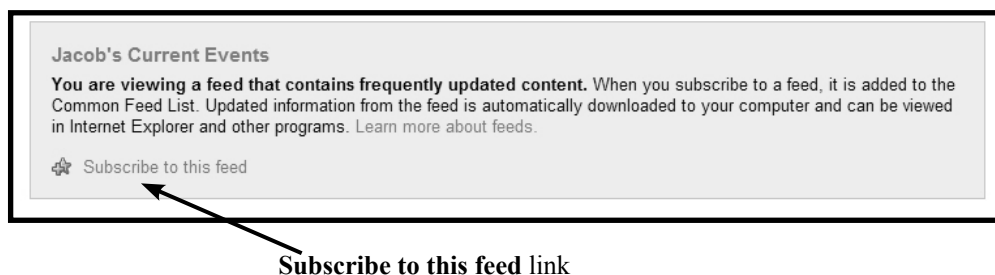
When an RSS feed is established, it creates a link in the Reader that looks for updates on the blogs to which a user has subscribed. The RSS feed does not automatically send a notification when a blog is updated, but it provides a localized place where a News Reader can check for updates on numerous blogs without having to visit each blog one by one.

### RSS Feeds Using Internet Explorer 7

1. When a user is viewing a blog that he or she wishes to subscribe to, click on the orange **RSS** icon next to the blog name.



2. On the next screen, click **Subscribe to this feed**.



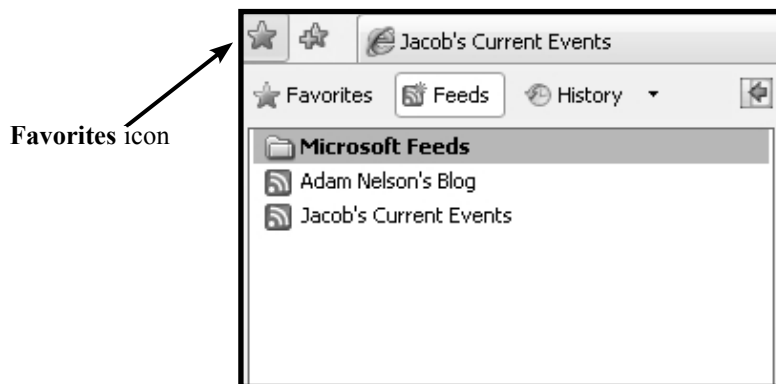


# Chapter 5 Blogs

- Next, the user will be prompted to create a name for the feed and select a folder in the browser favorites where the feed will be saved. We suggest that users save their RSS feeds in the **Feeds** section of their favorites. Next, click the **Subscribe** button.

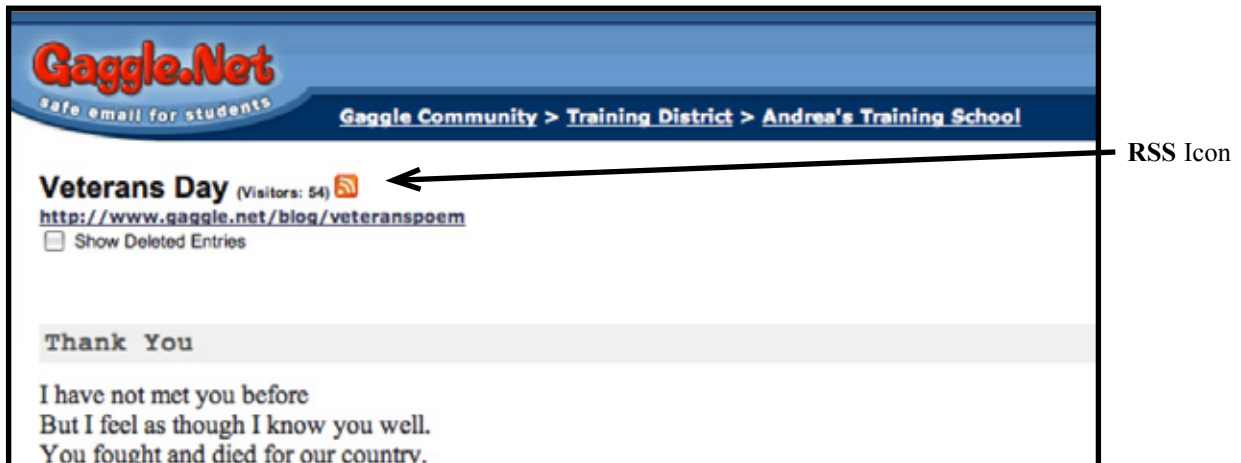


- To view the RSS feeds, click on the **Star** icon in the upper left hand corner of the browser to view the Favorites.
- Click on **Feeds** to view all RSS feeds.
- Click the name of any of the RSS feeds to view the updated blog entries.



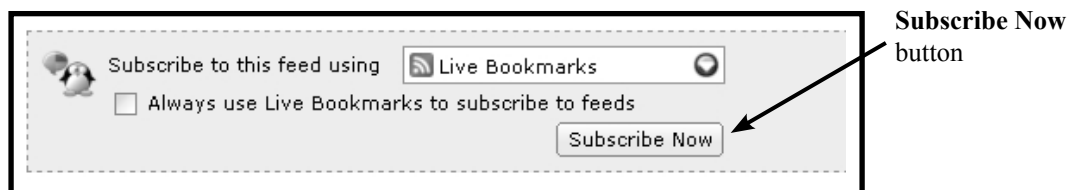
## RSS Feeds Using Mozilla Firefox 2.0

- When a user is viewing a blog that he or she wishes to subscribe to, click on the orange **RSS** icon next to the blog name.

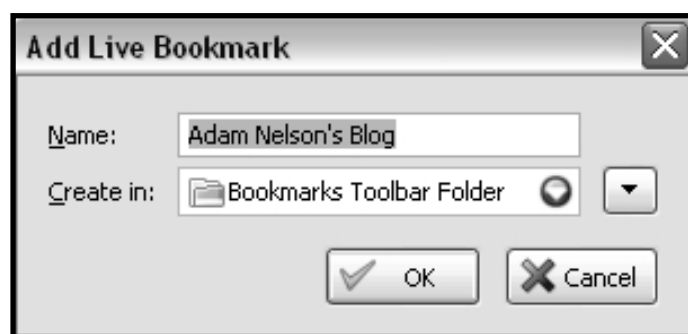


# Chapter 5 Blogs

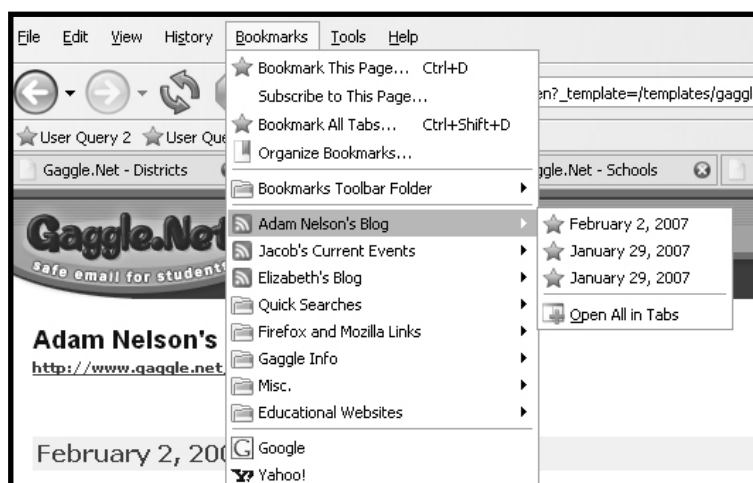
2. Choose the option to subscribe to this feed using Live Bookmarks and click **Subscribe Now**.



3. The user will be prompted to create a name for the feed and select a folder in the browser favorites where the feed will be saved.



4. To view the RSS feeds, click on the Bookmarks option in the browser window and locate the folder where the feeds are saved. The RSS feed will automatically show any new entries to a blog when the cursor is moved across the blog title.
5. Click on the title of a new entry to view it in the current browser window.



Users also have the option to view RSS feeds in alternative RSS readers, such as Google Reader or My Yahoo.



# Chapter 5 Blogs

## User Authentication

Gaggle Blogs have numerous access levels that determine who can view a user's blog. As such, we have implemented a user authentication feature. The authentication feature determines if the person subscribing to the RSS feed has permission to view the particular blog.

If a Gaggle Blog is set to the General Public access level and does not require a password, a user will not be prompted to authenticate themselves when viewing the RSS feed. If a Gaggle Blog is set to the General Public access level and does require a password, only the titles of the blog entries will be available through the RSS feed. When users click on the title of the blog entry, they will be prompted to enter the blog's password before the content will be accessible.

If a Gaggle Blog is set to one of the other access levels (District Only, School Only, etc.), the RSS feed will require users to authenticate themselves using their Gaggle username and password and enforce the selected authorization requirement. This authorization check will determine whether a user has permission to view the contents of the blog.

**\*\*Note:** Although many of the RSS readers (including Internet Explorer and Mozilla FireFox) support this type of password-protected feed, some may not. Check the capabilities of an individual RSS feed reader to be sure.

## Using RSS Feeds with Student Blogs

As stated previously, an RSS feed allows a user to receive automatic updates to numerous blogs in a localized place. RSS feeds are especially helpful in keeping educators informed and up-to-date with all of their students' blogs. Instead of checking each student's blog individually, educators can use RSS feeds to compile all of their students' blogs in one place and check for updated entries. Not only can educators check for updates, but it also allows them to check the content of their students' blogs for appropriate use and view the specific entries they wish to comment on.

# Chapter 6 Homework Drop Boxes

## Introduction

Gaggle's Homework Drop Boxes were created for teachers to easily collect assignments from their students. A drop box can be created for each class or period with sub folders for specific assignments and all communication on the assignment can then be viewed in one location. Teachers can not only post assignments, but they can reply to their students submissions within the drop box. Submissions to the drop boxes do not count towards storage limits and bypass the safety filters because students can only submit information to their teachers.

Most teachers will want to create a drop box for each class or period they teach. For example, Mrs. Keith might create Keith's Period 1 Lit, Keith's Period 2 English, and so on. Within each drop box, a folder for each assignment will be created. We recommend creating a User Group (see Chapter 2) for each class prior to creating Drop Boxes, because the User Group can be selected as the Specified Members when the box is created. Please be aware that User Groups are not actively connected to the drop boxes, so adding a new student to an existing User Group will not automatically add that user to the existing drop box.

## Creating Homework Drop Boxes

1. Click on the **Jump To** menu, scroll over **School Admin or Student Admin**, and click on **Edit Homework Drop Boxes**.
2. Click **Add** in the upper left corner.
3. Name the drop box and check the appropriate boxes.
4. Choose who can access this drop box. District wide will create a box visible to all users in the District. Schoolwide is for all users in that school, and Class Only will be visible to only those students who are assigned to the same administrator in Gaggle.
5. Click **Save New Drop Box**.
6. To add users to a specified users drop box click the box name in the list add click **Add Members** to bring up a list of users. Use the **View** button to bring up a subset like a User Group or work from the entire school list. Select the users allowed to access that box by clicking on the check box to the left of the name. Click **Add Selected Users**.

Drop Box Name	Posts	Last Post	Last Poster
2nd Period Freshman English	36	02/27/2009 8:22 AM	Bob Teacher
3rd Period History	1	09/19/2008 9:25 AM	Bob Teacher
6th Period Biology	1	09/10/2008 6:15 AM	Bob Teacher
Admin Guide	0		
Bob's history	1	10/06/2008 1:48 PM	Bob Teacher
District Survey	1	02/12/2009 9:16 AM	Bob Teacher
First Period Lit & Comp	1	07/31/2008 8:31 AM	Bob Teacher

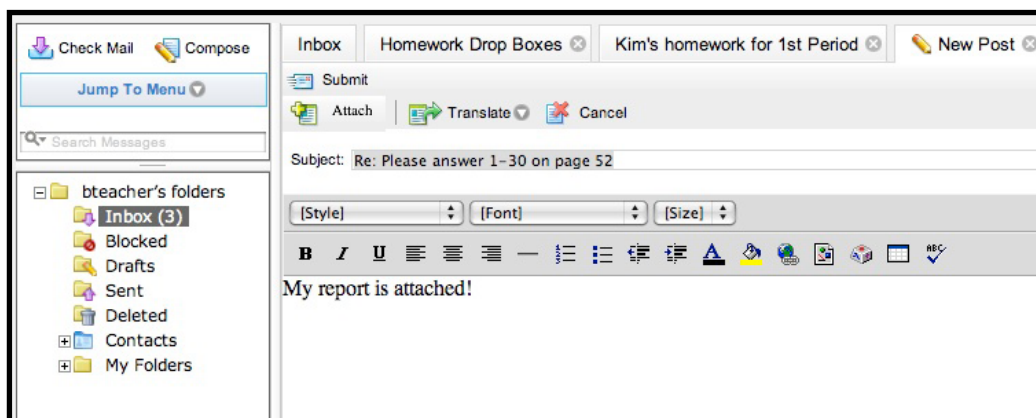
  

User Name	FullName	Access Level	Admin
<input type="checkbox"/> joe-max	J	0	Bob Teacher
<input type="checkbox"/> student3	test3	16	Kim Janvrin
<input type="checkbox"/> web2.0beta		84	Bob Teacher
<input type="checkbox"/> tom123	tom	0	Alice Teacher
<input type="checkbox"/> andreak	Andrea Keith 2	71	Bob Teacher
<input type="checkbox"/> kalex56	Kellie Alexander	16	Bob Teacher
<input type="checkbox"/> alltraindist	Train Dist All	61	Andrea Keith 2
<input type="checkbox"/> julieanders	Julie Anderson	61	Bob Teacher
<input type="checkbox"/> shelliann	Shelli Ann Andrews	16	Bob Teacher
<input checked="" type="checkbox"/> jen.aniston	Jennifer Aniston	71	Bob Teacher
<input checked="" type="checkbox"/> a.borsch	Allie Borsch	41	Master Maxwell
<input checked="" type="checkbox"/> rlbrown	Randy Brown	12	Bob Teacher

# Chapter 6 Homework Drop Boxes

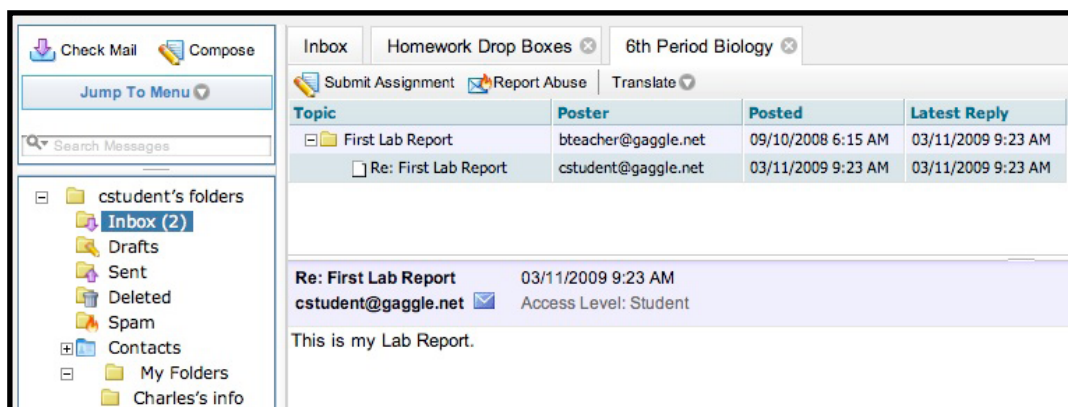
## Using Homework Drop Boxes

1. Click on **Homework Drop Boxes** in the **Jump To** menu. Double click the desired Drop Box Name.
2. An Assignment Folder must be created first to receive any student submissions. Click **New Assignment Folder** to create one.
3. Fill in assignment name in the subject field. You can type a message in the text box and attach a file.
4. Click **Submit** to save the folder to the Drop Box.
5. View submitted assignments in a box by clicking the + next to the folder, and then clicking a submission.
6. An email message notifying students of a new or revised assignment can be sent by right-clicking the folder name. Choose either Email Drop Box Members to send to all members or Email Assignment Responders to send to only those who have already submitted an assignment.



## Student Submissions to Drop Boxes

1. Students can submit assignments by clicking **Homework Drop Boxes** on their Jump To menu. Only drop boxes that the student has access to will be visible. These will be categorized by District, School, and Specified Drop Boxes. Click the + to view the Boxes in that category.
2. To submit an assignment, double click the drop box, and click the appropriate assignment folder to highlight it. The assignment information and any attachments will display in the reading pane.
3. Click **Submit Assignment** to bring up the message screen. Click **Attach** to attach a file and/or type a message in the text box.
4. Click **Submit**. An email confirmation will be sent to the student confirming receipt of the assignment.



## Deleting Users assigned to a Homework Drop Box

1. Click on the **Jump To** menu, scroll over **School Admin**, and click on **Edit Homework Drop Boxes**.
2. Click on a homework drop box to see a list of users displayed at the bottom of the screen.

# Chapter 6 Homework Drop Boxes

3. Uncheck the box next to the user's name and click **Save Unchecked**.
4. A popup box will display stating Removed 1 user from the title of the homework drop box that was selected. Click **OK**.

The screenshot shows the 'Drop Boxes' interface. On the left is a sidebar with a folder tree including 'bteacher's folders', 'Inbox (3)', 'Blocked', 'Drafts', 'Sent', 'Deleted', 'Contacts', 'My Folders', '1st period math', 'DDESS', 'Homework', 'Math', 'New Folder', 'Region XI', 'Science', 'Social Studies', 'Testing', 'Writing', and 'test'. The main area has tabs for 'Inbox' and 'Drop Boxes'. The 'Drop Boxes' tab is active, showing a table with columns: Drop Box Name, Posts, Last Post, and Last Poster. The table lists three drop boxes: '2nd Period Freshman English' (36 posts, 02/27/2009 8:22 AM, Bob Teacher), '3rd Period History' (1 post, 09/19/2008 9:25 AM, Bob Teacher), and '6th Period Biology' (2 posts, 03/11/2009 9:23 AM, Charles Student). Below the table are 'Save' and 'Delete' buttons. A 'Drop Box ID: 25031690' is displayed. Below that, the 'Drop Box Name' is '2nd Period Freshman English' and the 'Teacher' is 'Bob Teacher'. A checkbox for 'Students can see other students assignments?' is present. A 'Notify you when a student...' checkbox is also visible. A 'Specified Users' section has a 'Save Unchecked' button and a table with columns: User Name, Full Name, and AccessLevel. The table lists six users: cstudent (Charles Student, Student), adam.nelson (Adam Nelson, Default), shellian (Shelli Ann Andrews, Read Only), jen.aniston (Jennifer Aniston, Enhanced School Teacher), julieanders (Julie Anderson, School Staff), kguer05 (Karla Guerra, Student), and alltraindist (Train Dist All, School Staff). A popup message box is overlaid on the table, stating 'Removed 1 users from 2nd Period Freshman English' with an 'OK' button. An arrow points from the 'Save Unchecked' button to the 'Specified Users' table.

**Save Unchecked**

## Deleting/Renaming Folders and Assignments within a Homework Drop Box

1. Select **Homework Drop Boxes** under the **Jump To** menu.
2. Double click on the drop box that you wish to modify.
3. Right click on the assignment or folder and select **Delete** or **Rename**.
4. If Rename was selected, type the new name in the text field of the assignment/folder.
5. If Delete was selected, a popup box will appear asking if you are sure you wish to delete this item. Click **OK**.

The screenshot shows the 'Homework Drop Boxes' interface. On the left is a sidebar with a folder tree including 'bteacher's folders', 'Inbox (3)', 'Blocked', 'Drafts', 'Sent', 'Deleted', 'Contacts', 'My Folders', '1st period math', 'DDESS', and 'Homework'. The main area has tabs for 'Inbox', 'Homework Drop Boxes', and '2nd Period Freshman English'. The 'Homework Drop Boxes' tab is active, showing a table with columns: Topic and Poster. The table lists several topics: 'Poetry Corner', 'Essay #2', 'Chapter 2 read', 'Autobiography', 'Test', 'Homework due Friday', 'Test', 'Test 2', and 'Finals'. A context menu is open over the 'Essay #2' topic, showing options: 'Rename', 'Delete', 'Email Drop Box Members', and 'Email Assignment Responders'. The 'Poster' column for all topics is 'bteacher@gagg'.

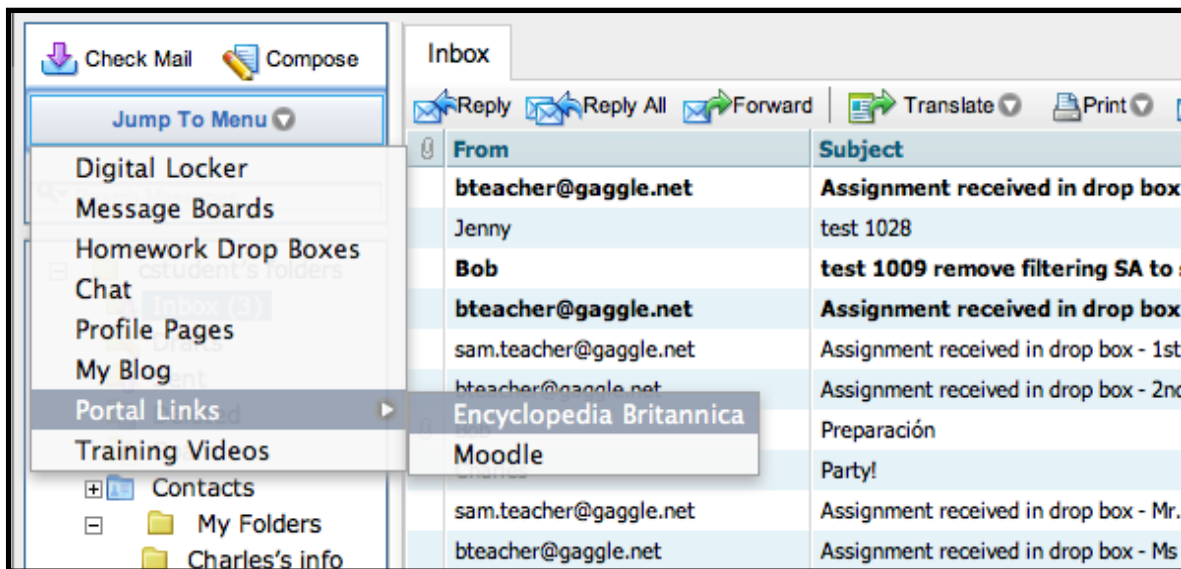
# Chapter 7 Portal Links

## Portal Links

Portal Links are a way to customize the Jump To menu so users can easily go to other sites and other web-based services the school or district is utilizing. Students can quickly access other services like Moodle or research sites without having to remember multiple website addresses and login information. Using Gaggle's Portal Links will increase usage of these sites by making them easily accessible from school and home.

These links may be frequently used websites that do not require any login or can include login information that automatically logs the user into the site without having to enter a username and password. Portal Links can only be created by School Administrators or higher, but can be created for only certain user types to access. For example, a link to a World Book account may be accessible to all users in the district, while a link to a Curriculum Mapping service would only be visible to educators. Additional information can be added to each link to identify or login users to the particular system the link points to. In this way, the Gaggle portal feature is like a simple Single Sign-on feature.

There are two types of Portal Links in Gaggle: system links and specified parameters links. System links are the easiest to create. They take users to websites that require either no login information, or uses the same login information for all users. Subscriptions to an encyclopedia or research database are examples of System Links. User Specified Parameters links are more complicated to create because every user has their own unique login information, like Moodle or Google Apps. These require a csv file upload with the parameters linked to a User Identifier in the Gaggle system.



### Creating System Portal Links

1. Click on **Jump To** menu, select **School Admin** or **District Admin**, then click **Edit Portal Links**.
2. Click **Add** at the top of the tab.
3. Select the Link Type as **System Link**. A System Link will use either no login information or a common set of login data for all users.
4. A District Administrator or higher can set the **Link Scope** to create a district wide link or a link for a specific school.
5. Choose the **Minimum Access Level**. This is the lowest level user who will see the link in their Jump To menu. For a teacher only link, set this to **School Teacher**.
6. Choose the **Maximum Access Level**. This is the highest level user who will be able to see the link in their Jump To menu. For a student only link, set this to **Student**



# Chapter 7 Portal Links

- Choose whether the Link is enabled. Once enabled, it will show in the users' **Jump To** menu. This is a way to turn a link on and off without deleting it completely.
- Type in the Link Display Name. This is what the link will be called in the Jump To menu.
- Enter the Base URL. This is the specific URL or web address that contains the login entry screen for that site. BE CAREFUL! This is frequently not the same URL as the general service site. For example, [www.worldbook.com](http://www.worldbook.com) would not be the base URL for a district Worldbook subscription. To find the Base URL go to the login page and copy the URL from the address bar. Gaggle also has a listing of many common Base URLs.
- Enter the required parameters. The number of parameters will differ from site to site, but most will require a username and password. Follow the parameter names displayed on the login page and enter values specific to your school or district login.
- Click **Save** at the top of the pane. The system will confirm the link has been created.

The screenshot shows the 'Portal Links' configuration window. On the left is a sidebar with 'Jump To Menu' and a folder list. The main area has a table of existing links and a form to add a new one.

School/District	Link Name	Enabled
District: Training District	Moodle	Yes
Sample High School	Atomic Learning	Yes
Sample High School	Brain Pop	Yes
Andrea's Training School	Encyclopedia Britannica	Yes
Sample High School	Teacher Tube	Yes

Buttons: Add, Delete, Filter, Save, Duplicate

Link Type: System Link (dropdown) [Portal Link How To](#)

Link Scope: Andrea's Training School (dropdown)

Min Access Level: Suspended (dropdown)

Max Access Level: District Master (dropdown)

Link Enabled: Yes (dropdown)

Link Display Name: Encyclopedia Britannica

Base URL:

Param	Name	Value
Param1	username	asd123
Param2	password	asd123
Param3		
Param4		
Param5		
Param6		

## Creating User Specific Portal Links

- Click on the **Jump To** menu, choose **School Admin** or **District Admin**, then click **Edit Portal Links**.
- Click **Add** at the top of the tab.
- Set the Link Type to **User Specific Parameters**. A User Specific Parameters link is used when users have their own individual login information.
- A District Administrator or higher, can set the **Link Scope** to create a district wide link, or a link for a specific school.
- Choose the **Minimum Access Level**. This is the lowest level user who will see the link in their Jump To menu. For a teacher only link, set this to **School Teacher**.
- Choose the **Maximum Access Level**. This is the highest level user who will be able to see the link in their Jump To menu. For a student only link, set this to **Student**.
- Set the Link Enabled to **No**. Once the csv file with the user parameters has been successfully uploaded and tested, you will reset it to **Yes**.

# Chapter 7 Portal Links

8. Type in the Link Display Name. This is what the link will be called in the **Jump To** menu.
9. Enter the base URL. This is the specific URL or web address that contains the login entry screen for that site. BE CAREFUL! This is frequently not the same URL as the general service site. For example, [www.worldbook.com](http://www.worldbook.com) would not be the Base URL for a district Worldbook subscription. To find the Base URL go to the login page and copy the URL from the address bar. Gaggle also has a listing of many common Base URLs we can provide.
10. Select the User Identifier. This determines how users in Gaggle are matched with their login information for the site being linked to. The most commonly used identifier is the Gaggle Username. A student or staff ID can only be used if that field has been populated in Gaggle when the accounts were created. A final option is the Gaggle User ID, which is the number assigned by our system when the account is created, and can be located at the top of the personal settings page.
11. Enter the required parameters. The number of parameters will differ from site to site, but most will require a username and password. Follow the parameter names displayed on the login page. The individual value data will be uploaded through a csv file.
12. Click the link to Upload Params File and select the prepared csv file containing the User Identifiers and their corresponding parameters, or enter the data manually in csv format.
13. A pop-up box will confirm the link was created and how many users' parameters were uploaded. If it was unsuccessful, the message will explain the reason, for instance, "user not found."

The screenshot displays the Gaggle.Net interface for configuring portal links. On the left, a sidebar shows a folder structure under 'bteacher's folders' and 'My Folders'. The main content area is titled 'Portal Links' and includes a table with columns 'School/District' and 'Link Name'. Below the table, there are several configuration fields: 'Link Type' (set to 'User Specific Parameters'), 'Min Access Level' (set to 'Suspended'), 'Max Access Level' (set to 'District Master'), 'Link Enabled' (set to 'Yes'), 'Link Display Name' (set to 'Encyclopedia Britannica'), 'Base URL' (set to 'http://www.school.eb.com/login'), 'User Identifier' (set to 'Gaggle User ID'), and 'Param1' through 'Param5' (each with a 'Name:' label). The 'User Identifier' dropdown menu is open, showing options: 'Gaggle User ID', 'Gaggle Username', 'Student or Staff ID', and 'Gaggle User ID'. An arrow points from the text 'User Identifier' below the screenshot to the 'User Identifier' field in the form.

User Identifier

# Chapter 7 Portal Links

## Preparing a User Specified Parameters CSV file

A comma separated values file is used to upload the parameters. Up to six parameters can be entered in the following format:

UserIdentifier,param1,param2,param3,param4,param5,param6

The User Identifier will be the Gaggle Username, Student/Staff ID, or the Gaggle User ID. The parameters will be those required by that site for logging in.

In the following example, the User Identifier is the Gaggle Username, and the required parameters for the site are User Name, Password, and District.

Example: For a student whose Gaggle username is jsmith234, has a site user name of “smith,” password of “password,” and District of “cfb,” the format would be “jsmith234,smith,password,cfb.”

Do not include a header row in the csv file, and be sure the order of the fields follows the order of the parameters listed in Step 11.

## Editing User Specified Links

Once a link has been created, users may need to be edited or added. Go to **Edit Portal Links** on the Admin menu and click the link name to edit.

The current data can be checked by clicking the Download Existing Parameters link . The file generated will display all of the current user parameters.

User Identifier	
Param1	Name: <input type="text" value="username"/>
Param2	Name: <input type="text" value="password"/>
Param3	Name: <input type="text"/>
Param4	Name: <input type="text"/>
Param5	Name: <input type="text"/>
Param6	Name: <input type="text"/>

User Parameters (csv format) Upload Params File

[Download Existing Parameters](#)

[Delete All Parameters](#)

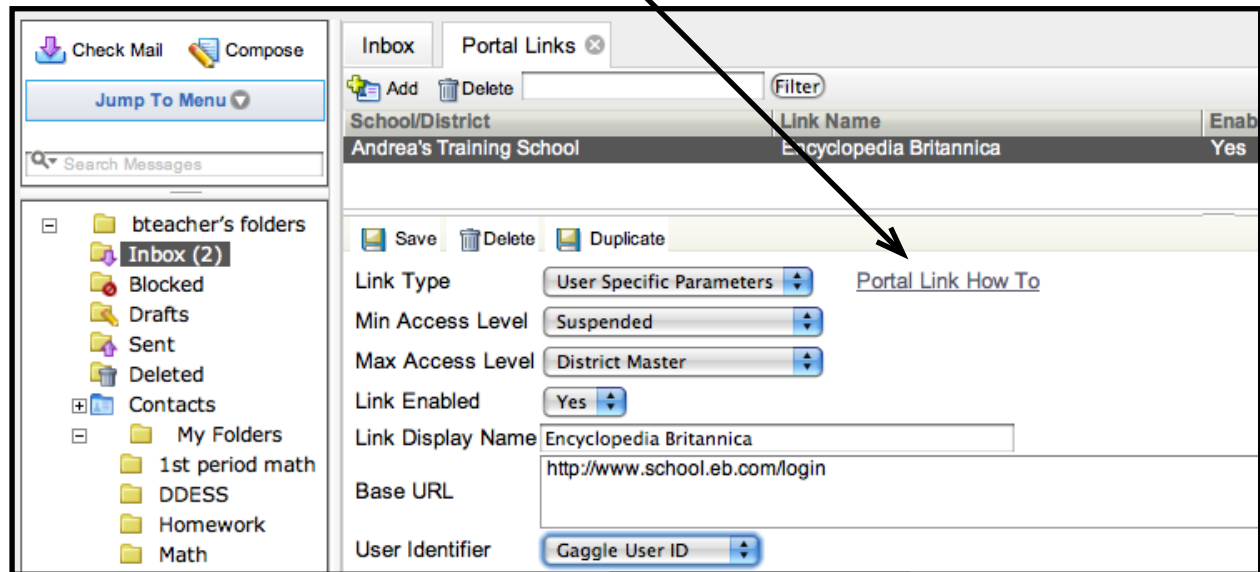
An additional csv file containing just the new data can be uploaded or the current parameters file can be deleted (click Delete All Parameters). Then an entirely new file can be uploaded.



# Chapter 7 Portal Links

Additional information on Portal Links can be accessed by downloading our Technical How-To Guide through the link on the **Edit Portal Links** tab. This document includes base URL's and parameters for common educational sites.

How-To Link



The screenshot shows a web application interface for managing portal links. On the left is a sidebar with a folder tree under 'bteacher's folders' containing 'Inbox (2)', 'Blocked', 'Drafts', 'Sent', 'Deleted', 'Contacts', and 'My Folders' (which includes '1st period math', 'DDESS', 'Homework', and 'Math'). The main area has tabs for 'Inbox' and 'Portal Links'. The 'Portal Links' tab is active, showing a table with columns 'School/District', 'Link Name', and 'Enab'. One entry is visible: 'Andrea's Training School' with link name 'Encyclopedia Britannica' and status 'Yes'. Below the table are buttons for 'Save', 'Delete', and 'Duplicate'. A form below these buttons contains fields for 'Link Type' (set to 'User Specific Parameters'), 'Min Access Level' (set to 'Suspended'), 'Max Access Level' (set to 'District Master'), 'Link Enabled' (set to 'Yes'), 'Link Display Name' (set to 'Encyclopedia Britannica'), 'Base URL' (set to 'http://www.school.eb.com/login'), and 'User Identifier' (set to 'Gaggle User ID'). A blue hyperlink labeled 'Portal Link How To' is located to the right of the 'Link Type' dropdown. An arrow from the text 'How-To Link' above points to this hyperlink.

School/District	Link Name	Enab
Andrea's Training School	Encyclopedia Britannica	Yes

Save Delete Duplicate

Link Type: User Specific Parameters [Portal Link How To](#)

Min Access Level: Suspended

Max Access Level: District Master

Link Enabled: Yes

Link Display Name: Encyclopedia Britannica

Base URL: http://www.school.eb.com/login

User Identifier: Gaggle User ID

# Chapter 8 Curriculum Integration

## Curriculum Integration Using Student Email

Curriculum integration is a vital part of a successful implementation of email into the classroom. We understand that curriculum integration is important to any educator when they begin using a new service, and therefore we want to make the transition of using Gaggle in the classroom as smooth as possible.

Here are just a few of the learning opportunities available utilizing Gaggle Student Email:

### **Keyboarding Skills**

Use email as a means of allowing students to work on and improve their keyboarding skills.

### **Vocabulary and Letter Writing**

Email can be used to help students improve their letter writing and grammar skills, and it can also help increase their vocabulary.

### **Email Grading**

Require the students to write at least three emails a week, and select one email per student to grade for correct spelling, grammar, and punctuation as part of their Language Arts grade.

### **Email Congressmen**

Use this as part of a Social Studies class and have the students compose an email to their congressmen about a political issue discussed in class.

### **Follow a Legislative Bill**

Follow a legislative bill through the whole process by contacting the key legislators through email. First, the student gets the email addresses of the legislators and then sets up communication on the bill.

### **Impersonations**

Interact with others who are in character. This is a fantastic way to learn about great people in history, different cultures, etc.

### **Daily Media**

Electronic newsletters can be delivered via email, and there are literally hundreds of these email publications. Students can share what they learn from these with others in the class. Examples might include a daily: fact, word, historical event, poem, political quotation, and many others.

### **Key Pals**

This is an experience to learn about another person one email at a time. With over 13,000 schools in 20 countries on the Gaggle network, connecting with other schools is just a point and click away.

### **Question and Answer**

This includes everything from ask-a-reporter to ask-a-scientist. There are many companies and individuals willing to communicate with students who ask questions.

### **Email Mentors**

Several projects exist to match successful adults in various professions with students who can benefit from the interchange.

# Chapter 8 Curriculum Integration

## **Adopt a Grandparent**

Have students correspond with an elderly individual from a local nursing home. Most nursing homes now have access to the internet, and for those people without families of their own, this can really help to lift their spirits. It also allows the students to learn what it was like growing up in a different time.

## **Student Mentors**

Educators can match up older students to be mentors for younger students from different schools. Student Mentors can be a valuable resource to younger students. They can do something as small as help them with their homework, or they can help make the transition to a new school smoother with the simple task of emailing back and forth.

## **Web Resources for Email Lessons**

There are many websites on the world wide web which can give educators ideas on how to use email in the classroom. Some of these websites are places where teachers can link up with other classrooms for key pal projects or online collaborative learning. Below we have listed several of these websites and a description of each.

### **[www.telementor.org](http://www.telementor.org)**

The International Telementor Center is a program at the Center for Science, Mathematics & Technology Education at Colorado State University (CSMATE) that facilitates electronic mentoring relationships between professional adults and students worldwide. Communicating via email, adult mentors share their experience and expertise, helping students achieve academic excellence in math and science, improving communication skills, and exploring career and educational futures. The Telementor site also contains some great project ideas.

### **[www.realkids.com/critique.htm](http://www.realkids.com/critique.htm)**

This is a young writers critique group. It is an email listserv on which kids advise and critique each others writing samples.

### **[www.askanexpert.com](http://www.askanexpert.com)**

This website is dedicated to connecting classrooms with experts in various topics. Students can email with experts to learn more about everything from Astronauts to Zoo Keeping. The website is sponsored by Pitsco, Inc. and Lego Dacta. Select from 12 categories with hundreds of websites and email addresses where educators can find experts to answer students' questions about various professions. Ask an Expert is a directory of links to people who have volunteered their time to answer questions and web pages that provide information.

## **Links for Classroom Key Pals**

Kids' Space Connection - [www.ks-connection.org](http://www.ks-connection.org)

The Teacher's Corner.Net - [www.theteacherscorner.net](http://www.theteacherscorner.net)

Access the Gaggle Educator Message Boards to find other schools on the Gaggle network looking for key pals for their students.